



South Carolina Enterprise Information System

SCEIS TIME ADMINISTRATION TM200U

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Course Map



- 🌀 **Lesson 1: Time Administration Overview**
- 🌀 **Lesson 2: SCEIS Time & Leave Entry**
- 🌀 **Lesson 3: Substitutions**
- 🌀 **Lesson 4: Time Reports**
- 🌀 **Review and Summary**



South Carolina Enterprise Information System

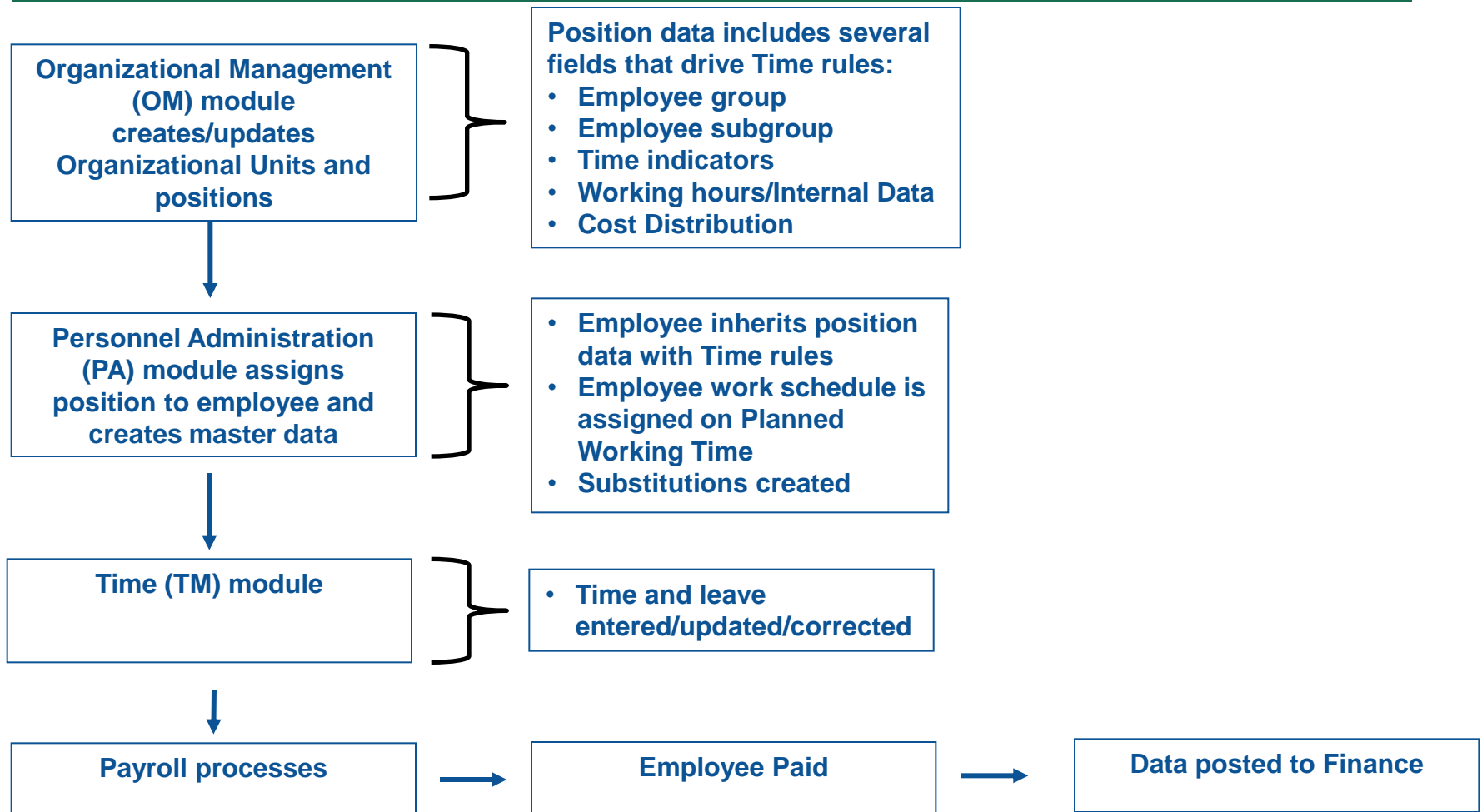
LESSON 1: TIME ADMINISTRATION OVERVIEW

STATE INFORMATION
TECHNOLOGY



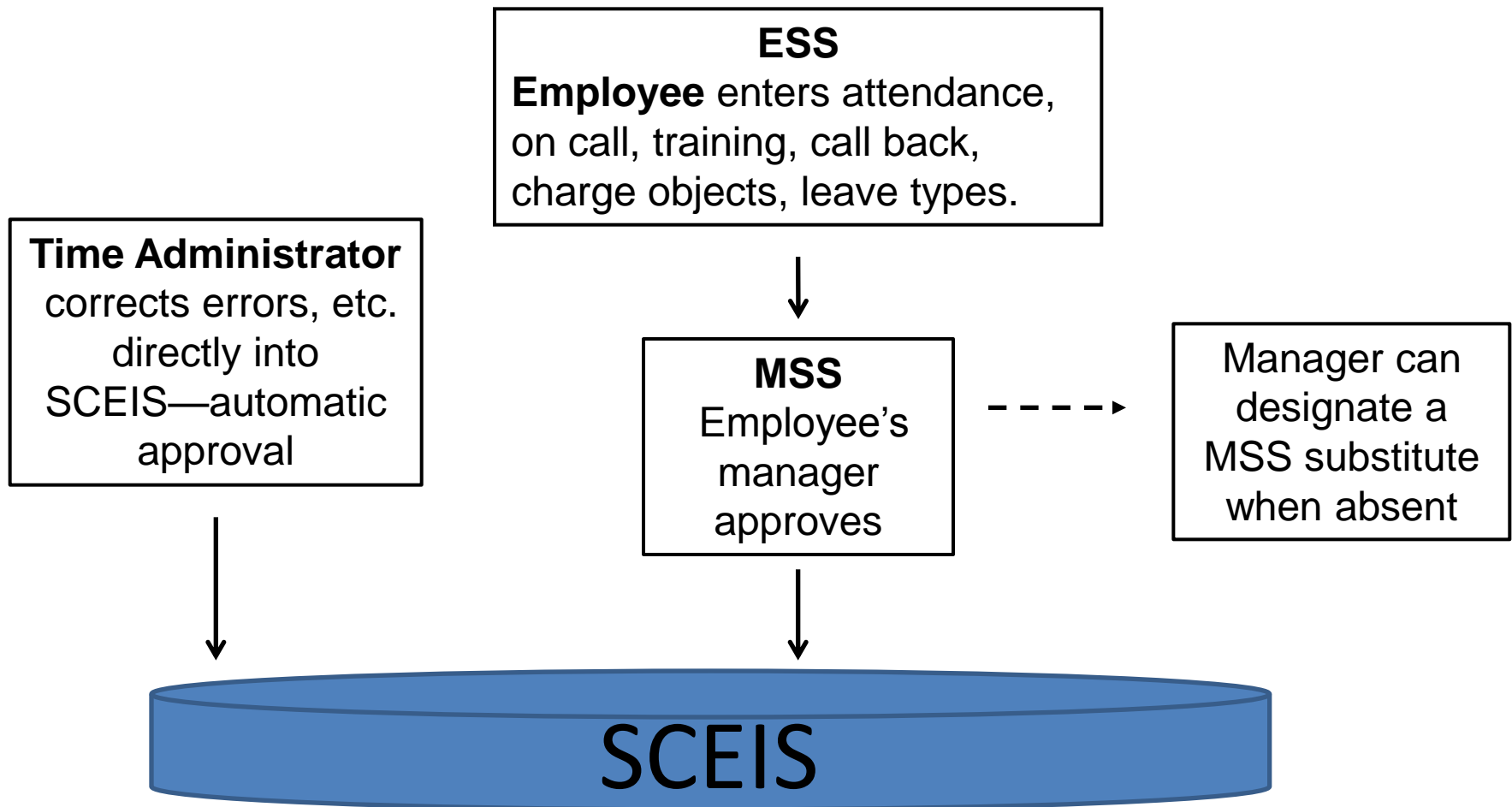
SC BUDGET AND CONTROL BOARD

SCEIS System Integration



How Time and Leave are Entered and Approved – Method 1

MySCEmployee Process

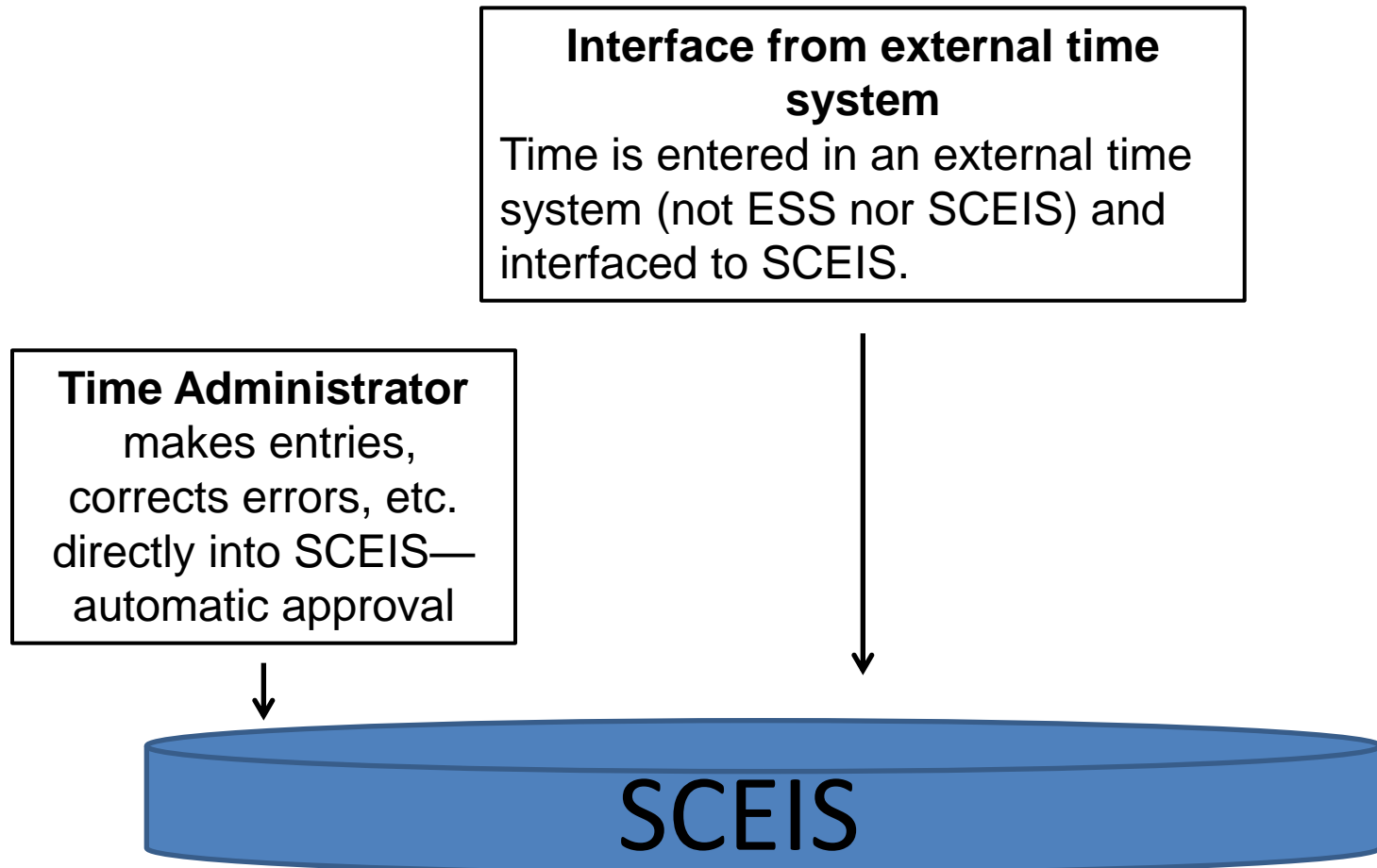


How Time and Leave are Entered and Approved – Method 2

Time Administrator (TA) enters all time and leave for employees (automatic approval).



How Time and Leave are Entered and Approved – Method 3



Key Terms

SCEIS Term	Description
Attendance/Absence Hours (A/A)	Employees' time at work or away from work. All employee time must be accounted for, either as an "attendance" or an "absence." The absence hours may be paid or unpaid.
CATS (Cross Application time sheet)	The electronic time sheet in SCEIS accessed using transaction CAT2
EE	Employee
Public Holidays	State Holidays
Quota Overview	Employee Leave Summary

Key Terms (cont.)

SCEIS Term	Description
Premium (Incentive) Wage	Overtime, Bonus, Market Geographical Differential, On-Call Pay, Call Back Pay, Shift Differential, Special Assignment Pay, Temporary Salary Adjustment
Planned Working Time	Includes the employee's work schedule and other fields that drive various time rules.
Work Schedule Rule (WSR)	A field on Planned Working Time. Provides a structure for entering regular work hours and a foundation for evaluating employee time and attendance. Each employee must have a work schedule.

Key Terms (cont.)

SCEIS Term	Description
MySCEmployee	Allows employees to view and maintain selective data about themselves in the self-service module in the system. In some agencies, employees enter time and leave in MySCEmployee via Employee Self Service (ESS).
MySCEmployee – Manager Self Service (MSS)	Allows managers to view and maintain selective data associated with their employees in MySCEmployee. When applicable, managers approve employees' time and leave entered in ESS.

Key Terms (cont.)

SCEIS Term	Description
Shift Substitutions	Should only be used when an employee is <u>temporarily</u> working a different schedule for a period of time and will eventually go back to his or her permanent schedule.
Time Evaluation	A nightly process that runs for all employees which manages all relevant time data.
Quotas	Employee Leave, including but not limited to, annual, sick leave, compensatory time and Holiday compensatory time

Quotas



- SCEIS automatically manages an employee's accruals of various quotas, including
 - Sick
 - Annual
 - Compensatory time
 - Holiday Compensatory time
- Employees can review quota balances via MySCEmployee or can request balances from their Time Administrator or HR Leave Administrator

Quotas



- No more than 180 sick leave days may be carried over from one calendar year to the next. Up to 90 days of sick leave can be credited towards retirement.
- No more than 45 annual leave days may be carried over from one calendar year to the next.

Quotas



- Compensatory time has no expiration date. However, most employees have a 240 hour maximum limit for their Comp time balance. Once they reach 240 hours, they will begin receiving pay for any overtime until they use some Comp time to bring their balance under 240 hours.

Quotas



- **Comp Time (*Cont.*)** Law enforcement and Firefighters have a 480 hour maximum limit for their Comp time balance. The system will treat their pay in the same manner as other employees once they reach their 480 hour limit. Comp time must be paid out for non-exempt employees upon separation or movement to another agency, or if changing from a temporary grant position to an FTE position or vice versa. Exempt employees will forfeit any comp time in those situations.

Quotas



- 🕒 Holiday compensatory time must be taken within 90 days of the holiday date, but it can be extended up to another 90 days. If the holiday compensatory time is not taken within the 90 days and the time allotment has not been extended, the non-exempt employee will be paid for it; the exempt employee will lose the holiday compensatory time. **NOTE:** Employees at academic agencies have a one year timeframe in which to use their holiday compensatory time.

Key Terms (cont.)

- The SCEIS system is configured to follow guidelines by SC Human Resources Division as well as the Fair Labor Standards Act.

Key Terms (cont.)

Term	Description
Fair Labor Standards Act (FLSA)	Federal law that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in federal, state, and local governments.
FMLA	A federal regulation that allows eligible employees to take up to 12 work weeks of unpaid leave during any 12 month period for specified reasons (serious health condition, child birth, adoption, military family leave, etc.)

Key Terms (cont.)

- If an employee takes an FMLA absence, there are several steps in the process.
 - The FMLA Event Maintainer should enter a qualifying FMLA event in the FMLA workbench.
 - The FMLA absences must be recorded.
 - The FMLA absences must then be associated with the event.
- If the FMLA absences are continuous, Personnel Administration should enter a Leave of Absence on the employee's record.

Time Infotypes

Infotype Number	Infotype Name
0007	Planned Working Time
0001	Organizational Assignment
0002	Personal Data
0003	Payroll Status

Time Infotypes (cont.)

Infotype Number	Infotype Name
0416	Time Quota Compensation
0613	Leave Donation
2012	Indicators can be set for various categories, such as overtime, law enforcement gap hours, etc.
0554	Hourly Rate per Assignment

Time Infotypes (cont.)

Infotype Number	Infotype Name
2001	Absences
2002	Attendances
2003	Substitutions
2006	Absence Quotas
2013	Quota Corrections

Infotypes

Maintain HR Master Data

Personnel no. 10077552

Name THOMAS TRANSPORT

EE group 1 CLASSIFIED FTE Pers.area U120 DEPARTMENT

EE subgroup 1C FT-NE W/INS & LV Status Active

Basic personal data Contract data Payroll Payroll Data Garnish...

Infotype text S...

Organizational Assignment ✓

Personal Data ✓

Contract Elements

Internal Data

Planned Working Time ✓

Time Recording Info

Travel Privileges ✓

Period

☒ Period

From To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

An Infotype is a section or view of a master data record.

Planned Working Time Infotype

Infotype Edit Goto Extras System Help

Display Planned Working Time (0007)

Work schedule

Name THOMAS TRANSPORT

EE group 1 CLASSIFIED FTE Pers.area U120 DEPARTMENT OF TRA...

EE subgroup 1C FT-NE W/INS & LV Status Active

Start 10/02/2013 To 12/31/9999 Chg. 11/05/2013 DOR23045

Work schedule rule

Work schedule rule D40-RG01 MTWHF-5*8/Day,SaS-O

Time Mgmt status 1 1 - Time evaluation of actual times

Working week 01 Sun 12:01a-Sat 12:00m 7D 40h

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

- An Infotype is a view (screen) of an employee's master data records.

- Access is granted based on security.

Planned Working Time – cont.

- ④ Defines the expected daily, monthly and annual work hours
- ④ Defines the number of expected work hours used to determine when an employee will accrue leave
- ④ Defines the date and the rate at which the employee will accrue leave
- ④ Ties to the Holiday Calendar

Planned Working Time – cont.

- 🌀 Is only changed on the first day of a pay period (the 2nd or the 17th)
- 🌀 Is mandatory for all employees
 - If changes are required within the defined pay period, use the Substitution feature until the beginning of a new pay period

Work Schedule Rule

Infotype Edit Goto Extras System Help

Display Planned Working Time (0007)

Work schedule

Name THOMAS TRANSPORT

EE group 1 CLASSIFIED FTE Pers.area U120 DEPARTM

EE subgroup 1C FT-NE W/INS & LV Status Active

Start 10/02/2013 To 12/31/9999 Chg. 11/05/2013

Work schedule rule

Work schedule rule	D40-RG01	MTWHF-5*8/Day,SaS-O
Time Mgmt status	1 1 - Time evaluation of actual times	
Working week	01 Sun 12:01a-Sat 12:00m 7D 40h	

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

- Defines the hours and days an employee is scheduled to work.
- Drives leave accruals
- Every employee must have an accurate work schedule rule

Is specific by agency (each agency will have its own predetermined WSR list)

Time Management Status

Infotype Edit Goto Extras System Help

Display Planned Working Time (0007)

Work schedule

Name THOMAS TRANSPORT

EE group 1 CLASSIFIED FTE Pers.area U120 DEPARTMENT

EE subgroup 1C FT-NE W/INS & LV Status Active

Start 10/02/2013 To 12/31/9999 Chg. 11/05/2013 DO

Work schedule rule

Work schedule rule D40-RG01 MTWHF-5*8/Day,SaS-O

Time Mgmt status 1 1 - Time evaluation of actual times

Working week 01 Sun 12:01a-Sat 12:00m 7D 40h

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

The Time Mgmt status field determines whether and how an employee is processed in Time Evaluation.

Time Management Status

0

No time evaluation, is used for constitutional officers, elected officials, judges, etc., as well as terminated employees.

1

Time evaluation of actual times is used for salaried non-exempt employees.

2

Time evaluation for Temp Employee is used for temporary hourly employees only

9

Time evaluation of planned times us used for salaried exempt employees.

Work Period/Work Week

Infotype Edit Goto Extras System Help

Display Planned Working Time (0007)

Work schedule

Name THOMAS TRANSPORT

EE group 1 CLASSIFIED FTE Pers.area U120 DEPARTMENT OF TRA

EE subgroup 1C FT-NE W/INS & LV Status Active

Start 10/02/2013 To 12/31/9999 Chg. 11/05/201

Work schedule rule

Work schedule rule D40-RG01 MTWHF-5*8/Day,SaS-O

Time Mgmt status 1 1 - Time evaluation of actual times

Working week 01 Sun 12:01a-Sat 12:00m 7D 40h

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

The Working week field tells Time Evaluation what work week or work period you have defined for an employee.

Do not change the default data in these fields! The fields are defined by the WSR.

Daily Work Schedules

- The daily work schedule assigned to an employee determines whether the employee has to work on that day.
- Days that are assigned a daily work schedule with zero planned working hours are classified as days off.
- Days that have zero planned working hours that may be considered compensable days, like State holidays, are classified in the system using a special day type (HC) to identify it as a paid holiday.

Display Work Schedule

Infotype Edit Goto Extras System Help

Display Planned Working Time (0007)

Work schedule

Name THOMAS TRANSPORT

EE group 1 CLASSIFIED FTE Pers.area U120 DEPARTMENT OF TRA...

EE subgroup 1C FT-NE W/INS & LV Status Active

Start 10/02/2013 To 12/31/9999 Chg. 11/05/2013 DOR23045

Work schedule rule

Work schedule rule D40-RG01 MTWHF-5*8/Day,SaS-O

Time Mgmt status 1 1 - Time evaluation of actual times

Working week 01 Sun 12:01a-Sat 12:00m 7D 40h

Working time

Employment percent 100.00

Daily working hours 8.00

Weekly working hours 40.00

Monthly working hrs 173.33

Display Work Schedule

Display Work Schedule

Choose Previous month Next month

ES grouping DWS grouping
Holiday Calendar ID Period work schedule
PS grouping Work schedule rule

Valid Chngd

Work Schedule

D	SU	HC	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
									01	1		02			03			04		
									1	8HD1			8HD1			8HD1			OFF	
05			06			07			08			09			10			11		
	OFF			8HD1			8HD1			8HD1			8HD1			8HD1			OFF	
12			13			14			15			16			17			18		
	OFF			8HD1			8HD1			8HD1			8HD1			8HD1			OFF	
19			20		1	21			22			23			24			25		
	OFF			1	8HD1			8HD1		8HD1			8HD1			8HD1			OFF	
26			27			28			29			30			31					
	OFF			8HD1			8HD1			8HD1			8HD1			8HD1				

Restart: Month Day in year

- A "1" in the HC field signifies a holiday.

Display Work Schedule (cont.)

Display Work Schedule

Previous day

Next day

ES grouping1

DWS grouping10

Holiday Calendar IDSC

Daily work schedule8HD18hr Day Shift

PS grouping52

Work schedule ruleD40-RG01

01/03/2014Friday

Chngd 08/14/2013 KAT13914

Daily work schedule

Daily WS class1

Planned working hrs8.00

Planned work time06:00 - 06:00

Normal working time08:00 - 16:00

Begin tolerance- -

Core time 1- -

Core time 2- -

End tolerance- -

Max. working time0.00

Min. working time0.00

Compensation time0.00

Additional hours0.00

Custom indicator

Day typeWork/paid

Holiday class

Work break schedule

Reaction to overtime

Overtime allowed

☐ Availability

☐ Auto. overtime

Restart:

Date

Time Administrator Role

- 🌀 Enter/Edit/Correct time (with charge objects when applicable) and leave in the Cross Application Time Sheet (CATS)
- 🌀 Review Missing Time Report
- 🌀 View employee work schedules
- 🌀 Create/maintain/delete work schedule substitutions
- 🌀 Review time entered (including warnings and errors)
- 🌀 Provide leave statement to employees without ESS access

Time Administrator Role

- The Time Administrator cannot approve time entered via ESS
- Security access to information can be restricted by individual organizational units within the agency
- Approval must be captured on a paper time sheet or other documentation prior to making entries or corrections
- Users of this role cannot maintain his or her own information using the transactions associated with this role

Time Approver Role

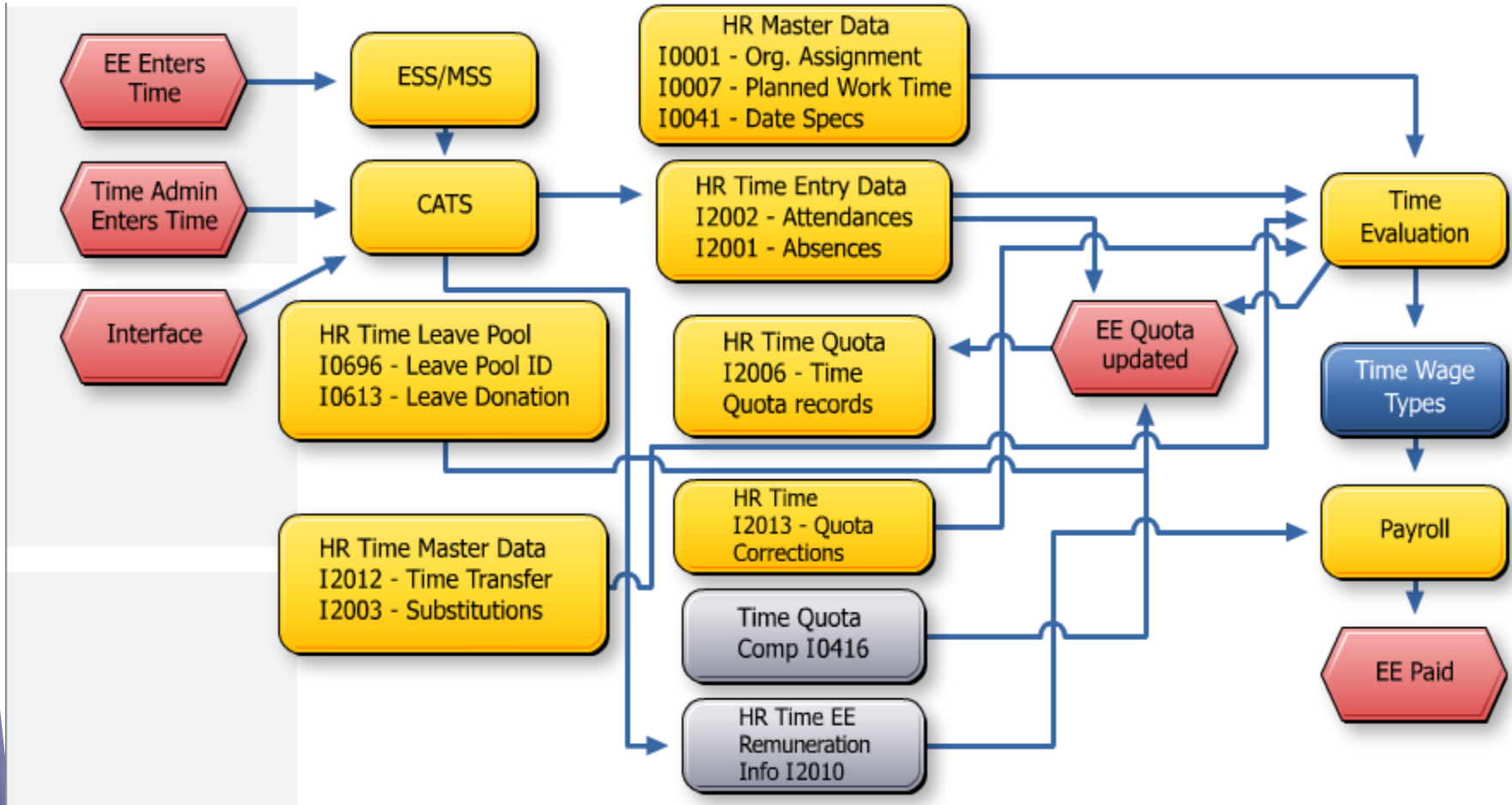


- Serve as a back-up for time and leave approval usually performed by designated agency managers/supervisors in MSS
- Users of this role cannot approve his or her own information using the transactions associated with this role in SCEIS

Display Time/Leave Role

- View time sheets, time reports, and time statements
- View absence quotas
- View absence and attendance reports
- View work schedule information
- View daily work schedule substitutions

Time Entry to Payroll Process



Time Evaluation

Time Evaluation



- Time Evaluation in the SCEIS system evaluates employees' time data overnight
- Compares employees' time to legal and regulatory requirements

Time Evaluation

Time Evaluation



- Manages time accounts, determines approved overtime, accrues absence entitlements, and forms wage types and bonus wage types
- Generates messages to document special situations that occur during the evaluation

Time Evaluation

Time Evaluation



- Runs automatically on a nightly basis
- Time Administrators will be able to follow up on any messages from the system on a daily basis

Time Evaluation

**Time
Evaluation**



**Employee
Pay**



If you make any changes to an employee's time, the changes will not take effect until the Time Evaluation process has been run.

Lesson 1 Learning Summary

- 🌀 You should now be able to:
 - Describe key terms and concepts.
 - Define the importance of planned working times and work schedule rules.
 - Display a planned working time.
 - Identify the records associated with time.
 - Describe Timekeeping roles and responsibilities.
 - Describe the Time Evaluation process.



South Carolina Enterprise Information System

LESSON 2: SCEIS TIME AND LEAVE ENTRY

STATE INFORMATION
TECHNOLOGY











SC BUDGET AND CONTROL BOARD








Key Terms

SCEIS Term	Description
Data Entry Profile	Profile used to control fields available for use during time entry in transaction CAT2.
Attendance/Absence Type (A/A type)	Four digit code used during time entry to indicate the type of work or leave taken.
Charge Objects	Allows agencies to track hours against projects, funds, grants and programs.
Variant	Set of saved selection criteria used during data entry or reports.
Work Breakdown Structure (WBS)	Not used by all agencies. Describes tasks that represent the hierarchical organization of a project.









Time Management Navigation Buttons

	Enter Times (F5) - Used to access time entry screen from Time Sheet: Initial Screen
	Select All Persons (Shift+F7) - Used to select all persons on the Time Sheet: Initial Screen
	Deselect All Persons (Shift+F8) - Used to deselect all persons
 Personnel Selectn	Personnel Selection - Used to access the Personnel Selection search from the Timesheet: Initial Screen
	Sort Ascending (Control+Shift+F8) - Used to Sort Ascending
	Sort Descending (Control+Shift+F9) - Used to Sort Descending
	Settings (F7) – Used to view time sheet settings on the Time Sheet: Initial Screen
	Execute (F8) – Used to apply personnel selection from the Personnel Selection screen






Time Management Navigation Buttons

	Totals Row On/Off (F6) - Used to toggle totals view on and off on the Time Sheet: Data Entry View screen
	Target Hours On/Off (F7) - Used to toggle the view of target hours on and off on the Time Sheet: Data Entry View screen
	Weekdays On/Off (F8) – Used to toggle the view of weekdays on and off on the Time Sheet: Data Entry View screen
	Detailed Time Data (Control+F2) – Used to view time sheet detail on a selected row of the Time Sheet: Data Entry View screen
	Long Text (Control+Shift+F3) – Used to enter/view long text on a selected row on the Time Sheet: Data Entry View screen
	Travel Expenses – Not in use
	Check Entries (Control+F6) – Used to perform validation check on entries on Time Sheet: Data Entry View Screen

Time Management Navigation Buttons

	Legend - Used to view legend for a selected line on the Time Sheet: Data Entry View screen
	Target Hours (Control+F12) - Used to apply target hours from the  Do not use if time is entered via ESS or interfaced.
	Reset Entries (Control+F11) – Used to reset entries on the Time Sheet: Data Entry View screen
	Insert Row (Control+F4) – Used to insert a row for data entry on the Time Sheet: Data Entry View screen
	Delete Line (Shift+F2) – Used to delete selected line on the Time Sheet: Data Entry View screen. Cannot be undone.
	Copy Row (F5) – Used to copy a selected row on the Time Sheet: Data Entry View screen. Data may be changed after copy
	Split Row (Control+F3) – Used to split a selected row on Time Sheet: Data Entry View Screen

Time Management Navigation Buttons


	Save As Template (Shift+F11) - Used to save entered data as template for future use on the Time Sheet: Data Entry View screen
	Delete Template (Shift+F12) - Used to delete a previously saved template on the Time Sheet: Data Entry View screen
	Previous Screen – Used to move view to previous week on the Time Sheet: Data Entry View screen
	Next Screen – Used to move view to next week on the Time Sheet: Data Entry View screen
	Save (Control+S) – Used to save data on the Time Sheet: Display Entry View screen. Time will be automatically released, approved, and saved.

Data Entry Profiles

- Use CAT2 to access the Time Sheet: Initial Screen
- Select the proper Data Entry Profile

Time Sheet: Initial Screen

Data Entry

Data Entry Profile  Data Entry Profile (1) 10 Entries found

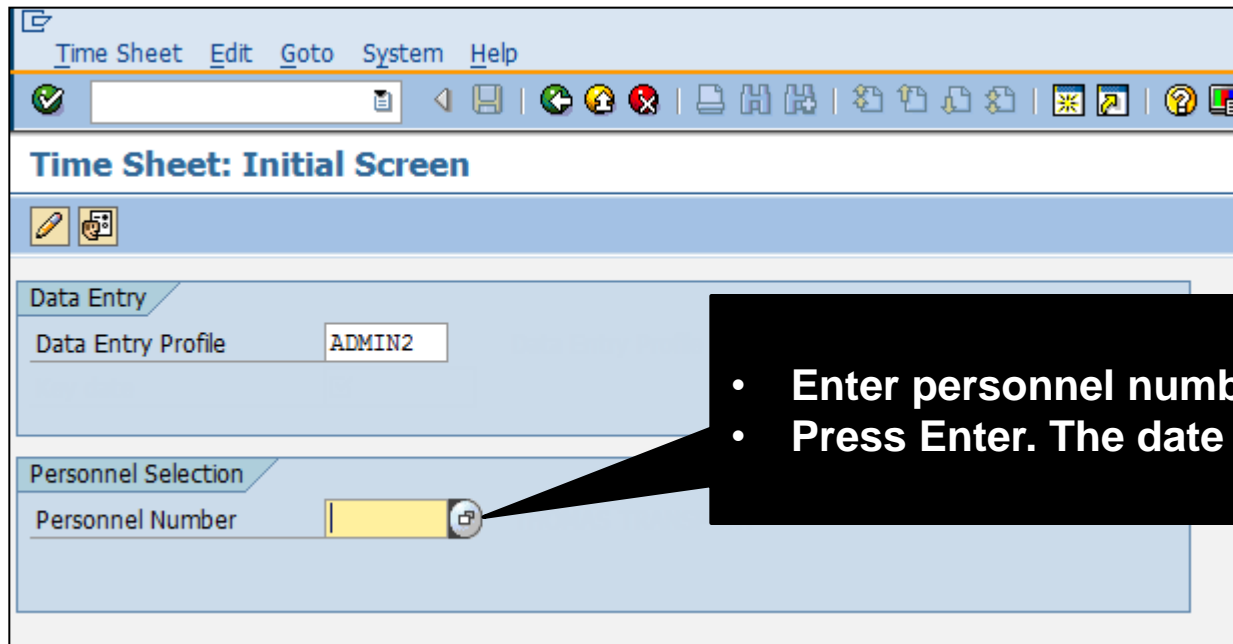
Restrictions

Prof.	Text
ADMIN	ADMIN Data Entry/Correction w Charge Objects
ADMIN2	ADMIN Data Entry/Correction w/o Charge Objects
CATSP0ST	Leave request Posting to CATSDB
DOTADMIN	Data Entry Profile for DOT Admin users
DOTINTER	Data Entry Profile for DOT HMMS System
ESS	Data Entry Profile for ESS User
ESS-CHRG	Data Entry Profile for ESS with Charge Objects
HR-ONLY	Profile for HR-Only Installation
INTERFAC	Data Entry Profile for KRONOS Load
TIMEADMN	ADMIN Data Entry for List of Employees

Click in the Data Entry Profile box to select the profile to be used.

Personnel Number

- Select the appropriate employee



Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

Data Entry

Data Entry Profile ADMIN2

Personnel Selection

Personnel Number

- Enter personnel number or search for it.
- Press Enter. The date field displays.

Time Management Navigation

Time Sheet: Data Entry View Screen

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number 10077543 JAKE DEPUTY - SPT Cost Ctr K050PD1100

Data Entry Period 03/10/2014 - 03/16/2014 Week 11.2014

Data Entry Area

LT	A/A...	Wa...	Position	Total	MO 03/10	From	To	TU 03/11	From	To	WE 03/12	From	To	TH 03/13	From	To	FR 03/14	From	To	SA 03/15	From	To	SU
				0				0						0						0			

The Data Entry Profile determines the view and options available on CATS.

ADMIN2 Profile (no charge object fields)

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number 10077543 JAKE DEPUTY - SPT Cost Ctr K050PD1100

Data Entry Period 03/10/2014 - 03/16/2014 Week 11.2014

Data Entry Area

LT	Rec. Cctr	Receiver WBS element	Rec. Order	RecFund	Rec.FuncAr	Receiver Grant	A/A...	Wa...	Position	Total	MO 03/10	From	To	TU 03/11	From	To	WE 03/12	From	To			
										0		0							0			

ADMIN Profile (charge object fields)

Attendance/Absence Codes (AA)

- Attendance/Absence codes identify the type of time entry.
- There are 13 attendance codes.
- There are 40 absence codes (FMLA can only be used if “event” has been created).
- Each code must have its own separate line.
- Z codes are used to identify furlough codes.
- If no code is selected but hours are entered, SCEIS enters 1000 automatically.

Att./Absence type (1) 53 Entries found

Restrictions

P...	A/AT...	Att./abs. type text	Start Date	End Date
10	1000	Attendance hours	01/01/1990	12/31/9999
10	1001	Call Back hours	01/01/1990	12/31/9999
10	1002	On Call hours	01/01/1990	12/31/9999
10	1003	Training hours	01/01/1990	12/31/9999
10	1004	Dual Employment hours	01/01/1990	12/31/9999
10	1005	Evening Shift Premium Hrs	01/01/1990	12/31/9999
10	1006	Night Shift Premium Hours	01/01/1990	12/31/9999
10	1007	Day Shift Premium Hours	01/01/1990	12/31/9999
10	1008	Charge Nurse Hours	01/01/1990	12/31/9999
10	1009	Multiple Temp. Hourly	01/01/1990	12/31/9999
10	1010	Multiple TL Classified	01/01/1990	12/31/9999
10	1011	Multiple TL Unclassified	01/01/1990	12/31/9999
10	1012	Multiple Temp. Grant	01/01/1990	12/31/9999
10	2000	A1. Annual Leave	01/01/1990	12/31/9999
10	2001	A2. Sick Leave	01/01/1990	12/31/9999
10	2002	A3. Family Sick Leave	01/01/1990	12/31/9999
10	2003	A4. Holiday Comp.	01/01/1990	12/31/9999
10	2004	A5. Comp time	01/01/1990	12/31/9999
10	2005	B. Court Leave	01/01/1990	12/31/9999
10	2006	A6. LWOP	01/01/1990	12/31/9999
10	2007	B. Blood Drive & Donation	01/01/1990	12/31/9999
10	2008	A7. Sick Leave/Adoption	01/01/1990	12/31/9999
10	2009	B. Death in Immediate Fmly	01/01/1990	12/31/9999
10	2010	B. Voting Leave	01/01/1990	12/31/9999
10	2011	C. Administrative Leave	01/01/1990	12/31/9999
10	2012	C. American Red Cross	01/01/1990	12/31/9999
10	2013	C. Bone Marrow Donor Leave	01/01/1990	12/31/9999
10	2014	C. Hazards Weather & Emerg	01/01/1990	12/31/9999
10	2015	C. Organ Donor Leave	01/01/1990	12/31/9999
10	2016	FMLA/Annual Leave	01/01/1990	12/31/9999
10	2017	FMLA/Compensatory Time	01/01/1990	12/31/9999
10	2018	FMLA/Holiday Comp.	01/01/1990	12/31/9999
10	2019	FMLA/LWOP	01/01/1990	12/31/9999
10	2020	FMLA/Sick Leave	01/01/1990	12/31/9999
10	2021	Military Leave (30 days)	01/01/1990	12/31/9999
10	2022	Military Leave (15 days)	01/01/1990	12/31/9999
10	2023	Military Leave/AL (45D)	01/01/1990	12/31/9999
10	2024	Military Leave/Sick Leave	01/01/1990	12/31/9999
10	2025	Worker's Comp/Annual Leav	01/01/1990	12/31/9999
10	2026	Worker's Comp/Comp. Time	01/01/1990	12/31/9999
10	2027	Worker's Comp/Holiday Com	01/01/1990	12/31/9999
10	2028	Worker's Comp/LWOP	01/01/1990	12/31/9999
10	2029	Worker's Comp/Sick Leave	01/01/1990	12/31/9999
10	2030	Z.FMLA/Mandatory Furlough	01/01/1990	12/31/9999
10	2031	Z.FMLA/Voluntary Furlough	01/01/1990	12/31/9999
10	2032	Z.Mandatory Furlough	01/01/1990	12/31/9999
10	2033	Z.Military/Vol. Furlough	01/01/1990	12/31/9999

53 Entries found

Entering Attendance Time



- There are two techniques for entering attendance/absence time:
 - Entering the specific times the employee worked in military hours.
 - Entering only the lump sum number of hours the employee worked.
- The agency determines which technique is used.
- Leave can be entered using number of hours if the entire day was taken; otherwise military time is the best option.

Entering A/A – Specific Hours (Military)

- Enter the specific times the employee worked
 - Use military time and true minutes (i.e., 8:30-12:00 and 13:00-17:00)
 - Hours must be entered on two lines: one line for hours before break (lunch, etc.); second line for hours after break:
 - 1000 08:00 – 12:00
 - 1000 13:00 – 17:00
- Use separate line for each A/A type

Entering A/A – Specific Hours (Military)

- SCEIS calculates the total number of hours based on the specific times entered
 - If entering time for noon, you can enter it as 12, 1200, or 12:00.
 - Hours after noon can be entered the same way (i.e., for 2 PM, you can enter 14, 1400, or 14:00.)
 - Minutes are true minutes (i.e., 30 equals half an hour, 15 equals fifteen minutes). So to enter the time of 5:30 p.m., enter 17:30.
 - If military time is not used, the employee will appear to have worked a different shift (i.e., 5:30 equals five thirty a.m., not 5:30 p.m.). This can impact Payroll - especially if premium pay is involved.

Attendance/Leave – Military Time

Time Sheet: Data Entry View

Personnel Number 10077543 JAKE DEPUTY - SPT Cost Ctr K050PD1100

Data Entry Period 01/06/2014 - 01/12/2014 Week 02.2014

Data Entry Area

LT	Rec. Cctr	Receiver WBS element	Rec. Order	RecFund	Rec.FuncAr	Receiver Grant	A/A	Wa	Position	Total	MO 01/06	From	To	TU 01/07	From	To	WE 01/08	From	To
										32	8			8			8		
							1000			8	4	08:00	12:00		4	08:00	12:00		
							1000			8	4	13:00	17:00		4	13:00	17:00		
							2000			8							8		
							2001			8									

Enter charge objects if applicable

- Enter attendance code in A/A field.
- Create a separate line for before break hours and after break hours.
- Enter attendance hours in the “From” and “To” fields using military time.
- Each A/A code must have a separate line.
- System calculates total hours.

Entering A/A Hours – Total Hours

- Enter the lump sum number of hours only
 - Use true hours and the decimal equivalent for minutes instead of true minutes (i.e., 7.5 or 7.50 for 7 ½ hours or 8 for 8 hours, 3.75 for 3 hours and 45 minutes).
 - This technique is recommended for entering any premium pay working time for evening, night and weekend shift employees.
 - Use the field under the day of week (not the “From” and “To” fields).

Attendance/Leave – Total Hours

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number 10077543 JAKE DEPUTY - SPT Cost Ctr K050PD1100

Data Entry Period 01/06/2014 - 01/12/2014 Week 02.2014

Data Entry Area

LT	Rec. Cctr	Receiver WBS element	Rec. Order	RecFund	Rec.FuncAr	Receiver Grant	A/A...	Wa...	Position	Total	MO 01/06	From	To	TU 01/07	From	To	WE 01/08	From	To
										32	8			8			8		
						1000				16	8			8					
						1000				0									
						2000				8							8		
						2001				8									

Enter charge objects if applicable

- Enter attendance code in A/A field.
- Enter attendance/leave hours in the day field, not the “From” and “To” fields.
- Each A/A code must have a separate line.

View Processing Status of Time

A/A...	Wa...	Position	Total	MO 01/06	From	To	TU 01/07	From	To	V
			32	8			8			
1000			12	8			4	08:00	12:00	
1000			4				4	10:00	17:00	
2000			8							
2001			8							

- Click on the hour to see the processing status.

Cell Information

Additional information: General

Cell content: 8 Hour

Start time: End time:

Reason for rejection:

Technical information

Processing status: 30 Approved

Document Number: 34968663 Follow-on documents

✓ ☐ ✗

Cell Information

Additional information: General

Cell content: 4 Hour

Start time: 08:00 End time: 12:00

Reason for rejection:

Technical information

Processing status: 30 Approved

Document Number: 34968664 Follow-on documents

✓ ☐ ✗

Time Entry Review

- ③ Your agency may have specific rules about which employee types (non-exempt, exempt, etc.) must have time and leave accounted for.
- ③ If exempt employees are eligible for compensatory time, they must be flagged in Infotype 2012 and time must be entered.
- ③ Only working time can be keyed for temporary hourly employees. If their working time is not keyed (or approved) in a timely manner, pay can be adversely affected.

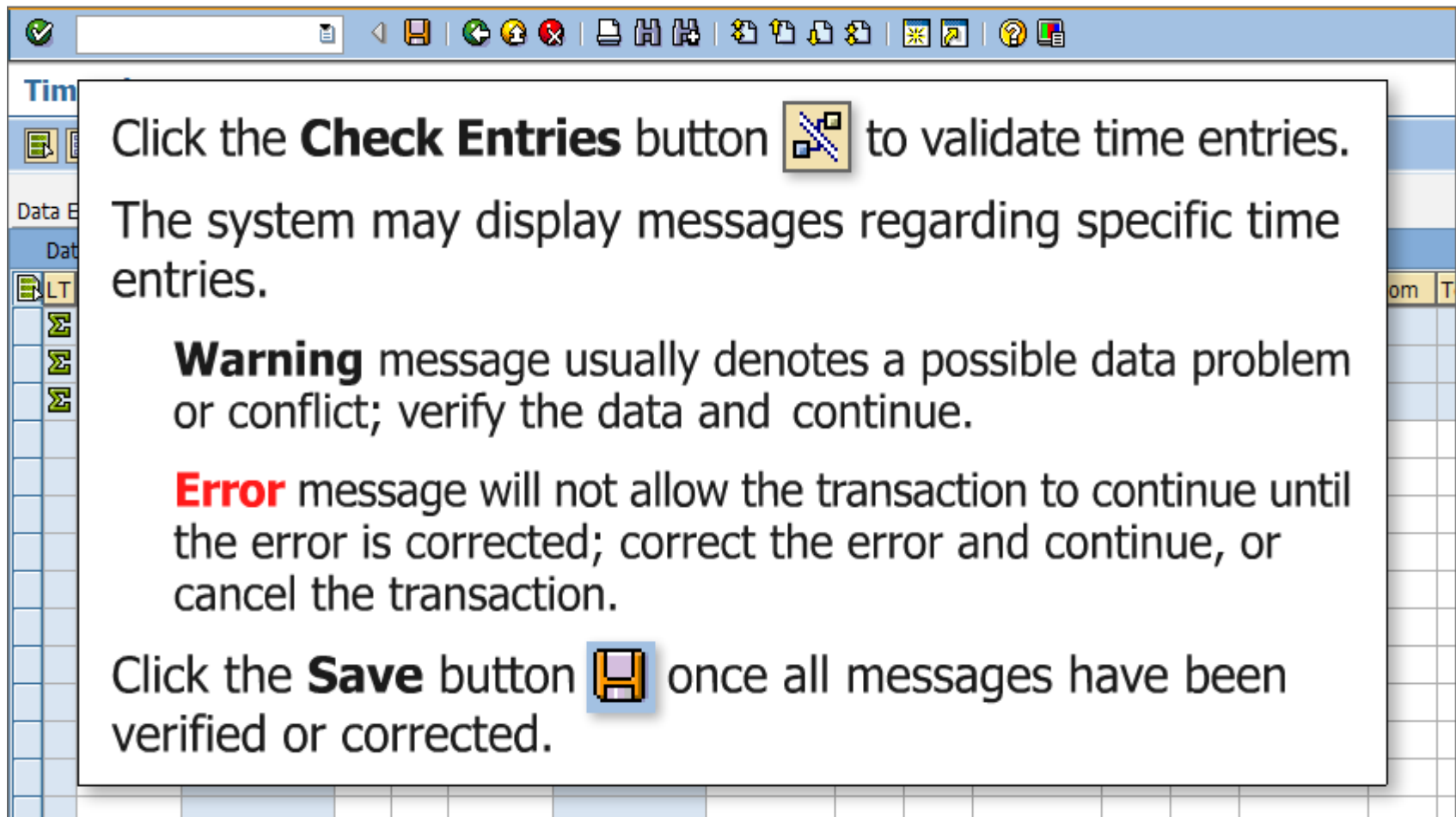
Time Entry Review

- SCEIS has the holiday schedule factored in the system based on the established State Holiday schedule. If the employee observes the holiday and does not come into work, the employee does not have time entered on the holiday.
- If the employee works on the holiday, the work hours must be entered. Worked time on a holiday will go into the holiday comp category after Time Evaluation runs.


Time Entry Review

- ③ You cannot enter more leave than an employee has accrued, nor can you enter leave on a scheduled day off. You cannot enter more leave hours taken than the employee is scheduled to work.
- ③ Time worked and leave cannot be entered on the same day for the same “From” and “To” time.
- ③ **Note: It is SCEIS recommended best practice to enter attendance and absence time on a daily basis when possible.**

Validate Time Entries




The screenshot shows a software window with a blue title bar and a menu bar. A tooltip is displayed over the interface, providing instructions on how to validate time entries. The tooltip contains the following text:

Click the **Check Entries** button  to validate time entries. The system may display messages regarding specific time entries.

Warning message usually denotes a possible data problem or conflict; verify the data and continue.

Error message will not allow the transaction to continue until the error is corrected; correct the error and continue, or cancel the transaction.

Click the **Save** button  once all messages have been verified or corrected.

Correcting Entries



- Approved changes are picked up the next time that Time Evaluation is run.
- ESS users can correct time until the time is approved in MSS by the manager/supervisor in the MySCEmployee portal.
- Time Administrators can correct time entries in CAT2.
- Delete the error (rather than overwrite), save and re-enter the time.

Time Entry for Multiple Employees

- Select the Data Entry Profile for **TIMEADMN** and you will be able to enter time for several employees without leaving the transaction.

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 01/13/2014 - 01/19/2014 Week 03.2014

Data Entry Area

LT	Pers.No.	Name	A/A...	Wa...	Position	Total	MO 01/13	From	To	TU 01/14	From	To	WE 01/15	From	To
	10077554	ANDREW AUDI...				0	0			0			0		
	10077552	THOMAS TRA...				0	0			0			0		
	10077549	TERESA TEAC...				0	0			0			0		

Creating a Variant

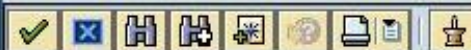
Time Sheet: Initial Screen

To enter time for the same group of EEs, create a variant so the list of employees will be readily accessible.

Personnel Selection

Personnel Number

Restrictions



Prof.	Text
ADMIN	ADMIN Data Entry/Correction w Charge Objects
ADMIN2	ADMIN Data Entry/Correction w/o Charge Objects
CATSPOST	Leave request Posting to CATSDB
DOTADMIN	Data Entry Profile for DOT Admin users
DOTINTER	Data Entry Profile for DOT HMMS System
ESS	Data Entry Profile for ESS User
ESS-CHRG	Data Entry Profile for ESS with Charge Objects
HR-ONLY	Profile for HR-Only Installation
INTERFAC	Data Entry Profile for KRONOS Load
TIMEADMN	ADMIN Data Entry for List of Employees

Creating a Variant

Program Edit Goto System Help

Personnel Number Selection for Fast Data Entry

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Period To

Payroll period

Selection

Personnel Number

Employment status

Time recording administrator

Additional data

1. Enter the personnel numbers.
2. Click the Save button. The Variant Attributes popup displays.

Creating a Variant

Time Sheet: Initial Screen

Data Entry

Data Entry Profile: ADMIN Data Entry for List of Employees

Key date:

Personnel Selection

Personnel	Name	Per...	Sub...	E	E...	Cost Ctr	O
10077549	TERESA TEACHER	H750	UT01	J	JA	H750HRPAY	20
10077552	THOMAS TRANSPORT	H750	HD00	1	1C	H750HRPAY	21
10077554	ANDREW AUDIT	H750	ZA00	2	2Q	H750HRPAY	21

1. Enter the personnel numbers.
2. Click the Save button. The Variant Attributes popup displays.

Creating a Variant

Variant Edit Goto Environment System Help

Variant Attributes

Copy Screen Assignment

Variant Name

Description

☐ Only for Background Processing

☐ Protect Variant

☐ Only Display in Catalog

☐ System Variant (Automatic Transport)

Technical name

Objects for selection screen

Selection Scrns	Field name	Type	Protect field	Hide
1,000	start	P	<input type="checkbox"/>	<input type="checkbox"/>
1,000	end	P	<input type="checkbox"/>	<input type="checkbox"/>
1,000	End of in-period	P	<input type="checkbox"/>	<input type="checkbox"/>
1,000	End of for-period	P	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Payday	P	<input type="checkbox"/>	<input type="checkbox"/>

1. Enter the personnel numbers.
2. Click the Save button. The Variant Attributes popup displays.
3. Enter the variant abbreviation and a meaning for the abbreviation.
4. Protect the variant.

Creating a Variant

Program Edit Goto System Help

Personnel Number Selection for Fast Data Entry

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Period To

Payroll period

Selection

Personnel Number

Employment status

Time recording administrator

Additional data

1. Enter the personnel numbers.

2. Click the Save button. The Variant Attributes popup displays.

3. Enter the variant abbreviation and a meaning for the abbreviation.

4. Protect the variant.

5. The next time you run the report, click the "Get Variant" button to select the variant and enter time.

Data Entry Profile	TIMEADMN	ADMIN Data Entry for List of Employees
Key date	01/13/2014	

[illegible]

Time Sheet: Data Entry View

Data Entry Period: 01/13/2014 - 01/19/2014 Week 03.2014

Data Entry Area

LT	Pers.No.	Name	A/A...	Wa...	Position	Total	MO 01/13	From	To	TU 01/14	From	To	WE 01/15	From	To
	10077554	DREW AUDI...					0						0		
	10077552	THOMAS TRA...					0						0		
	10077549	TERESA TEAC...					0						0		

Choose the employee you want to record time for by clicking their Pers. No. and choose the Insert Row button.

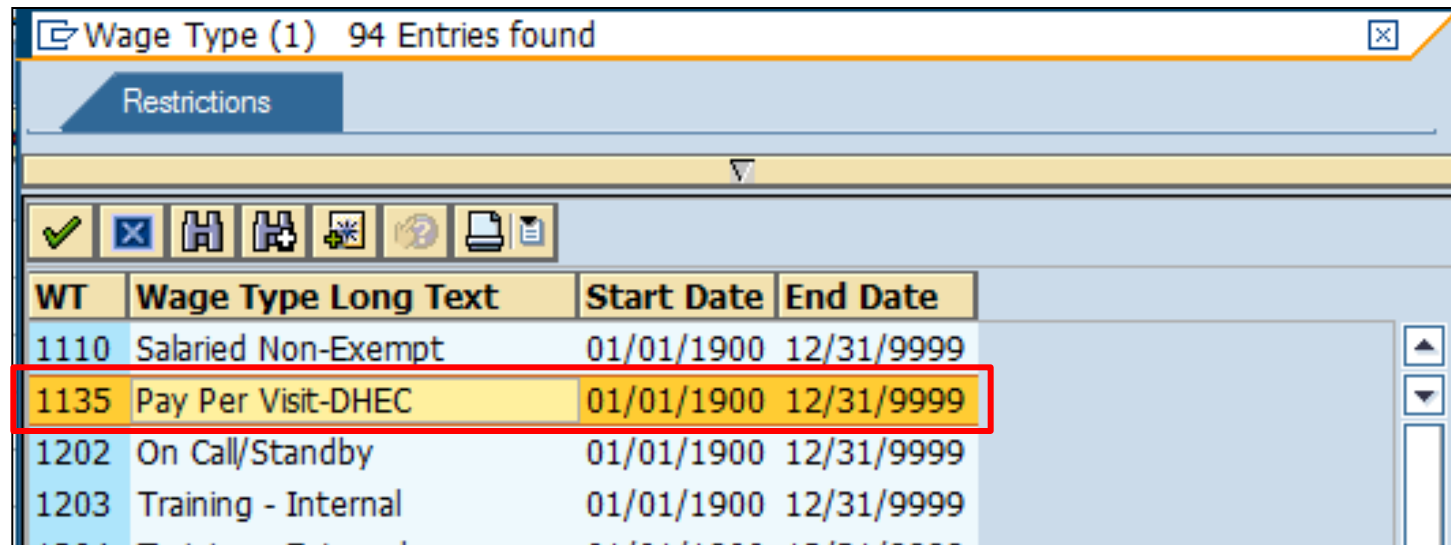
[illegible]

Special Working Times and Wage Types

- Recorded using specific attendance types in the time sheet in conjunction with information on the position and personnel side of SCEIS
 - DHEC Pay Per Visit
 - Dual/Multiple Employment
 - Shift Differential/Charge Nurse
 - On-Call
 - Call Back

DHEC – Pay Per Visit

- Wage type 1135 is used in the time sheet to properly pay an employee for pay per visit services
- This code is entered in the “Wage Type” column of the time sheet in CAT2 as needed



Wage Type (1) 94 Entries found

Restrictions

WT	Wage Type Long Text	Start Date	End Date
1110	Salaried Non-Exempt	01/01/1900	12/31/9999
1135	Pay Per Visit-DHEC	01/01/1900	12/31/9999
1202	On Call/Standby	01/01/1900	12/31/9999
1203	Training - Internal	01/01/1900	12/31/9999

DHEC – Pay Per Visit

Time Sheet: Data Entry View

Personnel Number: 10077543 JAKE DEPUTY - SPT Cost Ctr: K0500001100
Data Entry Period: 12/01/2010 - 12/31/2010

Wage Type (1) 91 Entries found

Restrictions

From	To	TH 01/02	From	To	FR 01/03	From	To	SA 01/04
		0			c			0

Wage Type

W/I	Wage Type Long Text	Start Date	End Date
1110	Salaried Non Exempt	01/01/1900	12/31/9999
1135	Pay Per Visit-DHHC	01/01/1900	12/31/9999
1202	On Call/Standby	01/01/1900	12/31/9999
1203	Training - Internal	01/01/1900	12/31/9999
1204	Training - External	01/01/1900	12/31/9999
1205	Straight Time/OT 1.0	01/01/1900	12/31/9999
1206	Overtime Premium 50%	01/01/1900	12/31/9999
1207	Officer of the Day/Night	01/01/1900	12/31/9999
1209	Charge Nurse Diff RN's	01/01/1900	12/31/9999
1211	Charge Nurse Diff LPN's	01/01/1900	12/31/9999
1212	Evening/2nd Shift Premium	01/01/1900	12/31/9999
1213	Night/3rd Shift Premium	01/01/1900	12/31/9999
1214	Weekend Shift Premium	01/01/1900	12/31/9999
1215	Call Back Pay	01/01/1900	12/31/9999
1216	DHEC Call Bk FRT(0.5 Yrs)	01/01/1900	12/31/9999
1217	DHEC Call Bk ERT(0.5 Yrs)	01/01/1900	12/31/9999
1218	DHEC Call Bk LV3	01/01/1900	12/31/9999
1221	Weekend Shift Prem-2 nd	01/01/1900	12/31/9999
1222	Weekend Shift Prem-3 rd	01/01/1900	12/31/9999

91 Entries found

Wage Type 1135 is used in the time sheet to properly pay an employee for pay per visit services.

This code is entered in the "Wage Type" column of the time sheet in CAT2 as needed.

Dual/Multiple Employment (hourly)

Time Sheet: Data Entry View

Personnel Number 10077543 JAKE DEPUTY - SPT Cost Ctr K050PD1100

Data Entry Period 01/13/2014 - 01/19/2014 Week 03.2014

Data Entry Area

LT	A/A...	Wage Type	Position	Total	MO 01/13	From	To	TU 01/14	From	To	WE 01/15	From	To	TH 01/16	From	To	FR
				30	7.50			7.50			7.50			7.50			
	1000			19.50	7.50			4	08:00	12:00	4	08:00	12:00	4	08:00	12:00	
	1000			3.50				3.50	13:00	16:30							
	1004		60017936	7							3.50	13:00	16:30	3.50	13:00	16:30	

Dual/Multiple Employment (hourly)

Organizational Management creates the secondary position.



Personnel Administration enters Dual/Multiple Temporary Employment action on employee record with secondary position number and hourly rate on IT0554-Hourly Rate per Assignment.

Time Sheet: Data Entry View



Personnel Number 10077543 JAKE DEPUTY - SPT Cost Ctr K050PD1100

Data Entry Period 01/13/2014 - 01/19/2014 Week 03.2014

Data Entry Area

LT	A/A...	Wage Type	Position	Total	MO 01/13	From	To	TU 01/14	From	To	WE 01/15	From	To	TH 01/16	From	To	FR
	Σ			30	7.50			7.50			7.50			7.50			
	1000			19.50	7.50			4	08:00	12:00	4	08:00	12:00	4	08:00	12:00	
	1000			3.50				3.50	13:00	16:30							
	1004		60017936	7							3.50	13:00	16:30	3.50	13:00	16:30	

Dual/Multiple Employment (hourly)

If within agencies the Time Admin enters the time.
If across agencies, the Secondary agency sends hours worked on secondary position to Primary agency and the Primary Time Admin enters the time.

Employee is paid when payroll processes for Primary agency.

Time Sheet: Data Entry View



Personnel Number 10077543 JAKE DEPUTY - SPT Cost Ctr K050PD1100

Data Entry Period 01/13/2014 - 01/19/2014 Week 03.2014

Data Entry Area

LT	A/A...	Wage Type	Position	Total	MO 01/13	From	To	TU 01/14	From	To	WE 01/15	From	To	TH 01/16	From	To	FR
				30	7.50			7.50			7.50			7.50			
	1000			19.50	7.50			4	08:00	12:00	4	08:00	12:00	4	08:00	12:00	
	1000			3.50				3.50	13:00	16:30							
	1004		60017936	7							3.50	13:00	16:30	3.50	13:00	16:30	

Dual/Multiple Employment (hourly)

Display Time Data

Personnel no. 10077543
Name JAKE DEPUTY - SPT
EE group 1 CLASSIFIED FTE Pers.area K050 DEPARTMENT OF
EE subgroup 1C FT-NE W/INS & LV Status Active

Working times Additional account assignments Time quotas Time m

Infotype text S...
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
☒ Period
From To
☐ Today ☐ Curr.v
☐ All ☐ Current
☐ From curr.date ☐ Last v
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year
Choose

Direct selection
Infotype Hourly Rate per Assignment STy

Keep in mind that the infotype 0554-Hourly Rate per Assignment data is entered by Personnel Administration.

Personnel Administration (PA) enters relevant data on infotype 0554-Hourly Rate per Assignment including:

- The secondary position
- The hourly rate (Valuation basis)
- Cost assignment (Cost Distribution-1018 from the position)
- Dual/Multiple Temporary Employment

Shift Differential Examples

- 🌀 If an employee is to receive shift differential:
 - 🌀 The position must be flagged as eligible (using the infotype “Time Indicators,” sometimes referred to as infotype 9005).
 - 🌀 Hours must be entered indicating the shift was actually worked.

Shift Differential Examples

- ☛ EE assigned night (eligible) or evening shift (eligible) and only works 8 hours on the specific shift
 - 1000 – 8 hours
- ☛ EE assigned day shift (not eligible). Works 8 hours day and 2 hours into evening (eligible):
 - 1000 – 10 hours
 - 1005 – 2 hours
- ☛ EE assigned evening shift (eligible). Works 8 hours evening and 2 hours into night (different rate):
 - 1000 – 10 hours
 - 1005 – 8 hours
 - 1006 – 2 hours

Detailed explanations can be found on the SCEIS uPerform website (BPPs).

Charge Nurse Examples

- ④ Enters their regular attendance hours (1000) via MySCEmployee, or
- ④ A Time Administrator will enter their hours in CAT2 on their behalf.

Charge Nurse Examples

- In order to get proper pay for hours worked as the Charge Nurse:
 - The employee must be flagged as charge nurse eligible in infotype 2012 using the CHRG, Charge Nurse Eligible, option.
 - The Time Administrator must enter attendance type 1008 on a separate line in the time sheet in addition to the regular attendance hours.

Charge Nurse Examples

- EE assigned an 8 hour shift, 6 of those hours serving as Charge Nurse
 - 1000 – 8 hours
 - 1008 – 6 hours
- EE assigned an 8 hour shift, serving as Charge Nurse for those 8 hours, has to cover 2 hours into the next shift (not Charge Nurse)
 - 1000 – 10 hours
 - 1008 – 8 hours

Detailed explanation can be found on the SCEIS uPerform website (BPPs).

On-Call Examples



- If an employee is to receive on-call pay:
 - The position must be flagged as on-call eligible including the eligible days and rates associated.
 - Hours must be entered using the on-call attendance type (1002) either via MySCEmployee or a Time Administrator can enter the information directly in the time sheet.

On-Call Examples



- ④ EE assigned an 8 hour day shift and scheduled to be on-call for the remainder of the 24 hour period
 - 1000 – 8 hours
 - 1002 – 16 hours
- ④ EE is scheduled off, but is on-call for the entire day
 - 1002 – 24 hours

Call Back Examples

- 🌀 If an employee is to receive call back pay:
 - The employee must be flagged as call back eligible in infotype 2012 using the CALB, Call Back Eligible, option
 - Hours must be entered using the call back attendance type (1001) either via MySCEmployee or a Time Administrator can enter the information directly in the time sheet.

Call Back Examples

- 🌀 If an employee is to receive call back pay:
 - An employee will receive a minimum of 2 hours call back pay for hours recorded that are less than 2 hours. If an employee works more than 2 hours call back, they will receive hour for hour pay for that attendance type.

Call Back Examples

- ④ EE assigned an 8 hour shift and called back to work for 30 minutes after completing the regular shift
 - 1000 – 8 hours
 - 1001 – 0.5 hours (will receive 2 hours call back pay)
- ④ EE assigned an 8 hour shift and called back to work for another 8 hours after completing the regular shift
 - 1000 – 8 hours
 - 1001 – 8 hours (will receive 8 hours call back pay)

Time Entry with Charge Objects

- 🌀 If you have an employee who has more than one source of payroll funding (multiple cost centers, grants, etc.), select the Data Profile for ADMIN. This will give you the appropriate columns for Charge Objects.

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number 10077543 JAKE DEPUTY - SPT Cost Ctr K050PD1100

Data Entry Period 01/20/2014 - 01/26/2014 Week 04.2014

Data Entry Area

LT	Rec. Cctr	Receiver WBS element	Rec. Order	RecFund	Rec.FuncAr	Receiver Grant	A/A...	Wag...	Position	Total	MO 01/20	From
										0	0	

Charge Object fields

Time Entry with Charge Objects

Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

Data Entry

Data Entry Profile | Data Entry Profile (1) 10 Entries found

Restrictions

Personnel Selection

Personnel Number

Prof.	Text
ADMIN	ADMIN Data Entry/Correction w Charge Objects
ADMIN2	ADMIN Data Entry/Correction w/o Charge Objects
CATSPOST	Leave request Posting to CATSDB
DOTADMIN	Data Entry Profile for DOT Admin users
DOTINTER	Data Entry Profile for DOT HMMS System
ESS	Data Entry Profile for ESS User
ESS-CHRG	Data Entry Profile for ESS with Charge Objects
HR-ONLY	Profile for HR-Only Installation
INTERFAC	Data Entry Profile for KRONUS Load
TIMEADMN	ADMIN Data Entry for List of Employees

Time Entry with Charge Objects

- 🌀 **Time Management module**
- 🌀 Can be used to track working hours for designated employees against certain Finance costing objects to include
 - Cost Center, Fund, Functional Area, Grants, etc.
- 🌀 Delivers standard reporting capabilities using the transaction report in SCEIS entitled CATS_DA to view employee time records and costing information for selected periods.

Time Entry with Charge Objects

- 🔄 **Time management module**
- 🔄 This information can be used to support various record-keeping requirements including:
 - Time worked against grants and other sources of funds.



Time Entry with Charge Objects

⌚ Time Entry with Charge Objects (cont.)

- ⌚ In ESS, if employees are charging time to the home cost center they do not need to enter in the charge objects.
- ⌚ If the employees need to charge to an alternate cost center then they must complete all of the fields previously outlined.

Time Entry with Charge Objects

- 🌀 **Time Entry with Charge Objects (cont.)**
- 🌀 Once they have entered the information in their time sheet they can save it as a template so that it automatically pulls up the information every time they log in to enter time.

Time Entry with Charge Objects

- The following fields are required when entering cost objects in CAT2:

Description

Rec. Cost Ctr

Rec. Fund

Rec. Functional Area

Receiver Grant

Example

P240A00030

3800000

P240_0034

NOT RELEVANT

Lesson 2 Summary

- 🌀 You should now be able to:
 - Navigate in Time Management through the transaction CAT2
 - Enter time
 - Review time
 - Correct time



South Carolina Enterprise Information System

LESSON 3: SUBSTITUTIONS

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Substitutions (2003)



- ④ Overwrites the daily Work Schedule with properties of the substituted schedule. An employee may then:
 - Record working hours and leave against the new temporary (substituted) schedule.
- ④ Work schedules that do not identify off days require a shift substitution for the assigned off days each work period (use the “OFF” Daily Work Schedule).

Substitutions (2003)



- ❧ If not done, the employee will appear on the Missing Time Report or may not receive their monthly leave accruals on the day they truly earn them.
- ❧ A shift substitution may impact an employee's pay if a Daily Work Schedule is selected that is shift eligible and the agency authorizes the payment of shift premiums.

Substitutions (2003)



- ④ If a substitution is no longer necessary or an employee did not work the assigned substitution:
 - The relevant record should be deleted to ensure the additional compensation is not earned.
- ④ Substitutions can be daily or for weeks at a time.
- ④ If for weeks at a time, more than one substitution may be necessary so that days off are not included.

Substitutions (2003)



Permanent Work Schedule Changes:

- Should be coordinated with Human Resources and completed using infotype 0007- Planned Working Time, with the first day of a pay period as the effective date.

PA61 - Substitutions

Maintain HR Master Data

Personnel no. 10077543
Name JAKE DEPUTY - SPT
EE group 1 CLASSIFIED FTE Pers.area K050 DEPART
EE subgroup 1C FT-NE W/INS & LV Status Active

Payroll Add'l Payroll Data Garnishments & Bonds Benefits Time data

Infotype text S...
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Attendance Quotas
Absence Quotas
Quota Corrections

Period
☒ Period
From 03/03/2014 To 03/07/2014
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year
Choose

Direct selection
Infotype Substitutions STy

- Select the Substitutions infotype
- Enter the From and To dates:
 - Do not include dates that encompass days off.
 - If substitution is for several weeks, create a substitution for each week
- Click Create

PA61 - Substitutions

This is how your substitutions may look:

- ② Substitution #1 would need to be set up to begin with the Monday workday and end on Friday.
 - From: March 3rd, 2014 To: March 7th, 2014
- ② Substitution #2 would begin with the next Monday through Friday work period.
 - From: March 10th, 2014 To: March 14th, 2014

PA61 - Substitutions

This is how your substitutions may look:

- 🌀 One substitution was entered with the “From” date of March 2nd, 2014 and the “To” date of March 15th, 2014.
 - This indicates to SCEIS that the employee will work each day with no days off.
 - SCEIS will display the employee on the missing time report for the two Saturdays and Sundays.

PA61 - Substitutions

This is how your substitutions may look:

- 🌀 Holidays are built into the system.
 - Include holiday dates in the effective dates of the infotype.
 - The employee will get Holiday Comp or Holiday pay.

Substitution (2003) – cont.

Infotype Edit Goto Extras System Help

Create Substitutions (2003)

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No 10077543 Name
EE group 1 CLASSIFIED FTE Personne
WS rule N40-2809 28D/12hr, Trp 3-Team
From 03/03/2014 To 03/07/2014

Subst. type 02 Shift substitution

Individual working time
Time -

Daily work schedule
Daily work schedule
Daily WS variant

Daily Work Schedule (1) 127 Entries found

Restrictions

DWS grouping: 10

D...	V	Daily WS text	Plnd ...	Work S...	Work ...	Start Date	End Date
1025		10.25hr Day Sft	10.25	01:00:00	01:00:00	01/01/1990	12/31/9999
105D		10.5 hr Day Sft	10.50	01:00:00	01:00:00	01/01/1990	12/31/9999
106D		10.6 hr Day Sft	10.60	01:00:00	01:00:00	01/01/1990	12/31/9999
1075		10.75 Day Shift	10.75	01:00:00	01:00:00	01/01/1990	12/31/9999
10D1		10hr Day Shift	10.00	01:00:00	01:00:00	01/01/1990	12/31/9999
10E1		10hr Eve Shift	10.00	06:00:00	06:00:00	01/01/1990	12/31/9999
10N1		10hr Ngt Shift	10.00	12:00:00	12:00:00	01/01/1990	12/31/9999
1125		11.25hr Day Sft	11.25	01:00:00	01:00:00	01/01/1990	12/31/9999
115D		11.5 hr Day Sft	11.50	01:00:00	01:00:00	01/01/1990	12/31/9999
		Shift	11.50	06:00:00	06:00:00	01/01/1990	12/31/9999
		Sft	11.50	17:00:00	17:00:00	01/01/1990	12/31/9999
		Shift	11.75	01:00:00	01:00:00	01/01/1990	12/31/9999
		Shift	11.00	01:00:00	01:00:00	01/01/1990	12/31/9999
		ft	11.00	01:00:00	01:00:00	01/01/1990	12/31/9999
11HN		11 hr Ngt Shift	11.00	19:00:00	19:00:00	01/01/1990	12/31/9999

- Click the List button to search for the applicable daily schedule

Substitution (2003) – cont.

Infotype Edit Goto Extras System Help

Create Substitutions (2003)

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No 10077543 Name
 EE group 1 CLASSIFIED FTE Personne
 WS rule N40-2809 28D/12hr, Trp 3-Team
 From 03/03/2014 To 03/07/2014

Subst. type 02 Shift substitution

Individual working time
 Time -

Daily work schedule
 Daily work schedule
 Daily WS variant

Daily Work Schedule (1) 127 Entries found

Restrictions

DWS grouping: 10

D...	V Daily WS text	Plnd ...	Work S...	Work ...	Start Date	End Date
1025	10.25hr Day Sft	10.25	01:00:00	01:00:00	01/01/1990	12/31/9999
105D	10.5 hr Day Sft	10.50	01:00:00	01:00:00	01/01/1990	12/31/9999
106D	10.6 hr Day Sft	10.60	01:00:00	01:00:00	01/01/1990	12/31/9999
1075	10.75 Day Shift	10.75	01:00:00	01:00:00	01/01/1990	12/31/9999
10D1	10hr Day Shift	10.00	01:00:00	01:00:00	01/01/1990	12/31/9999
10E1	10hr Eve Shift	10.00	06:00:00	06:00:00	01/01/1990	12/31/9999
10N1	10hr Ngt Shift	10.00	12:00:00	12:00:00	01/01/1990	12/31/9999
1125	11.25hr Day Sft	11.25	01:00:00	01:00:00	01/01/1990	12/31/9999
115D	11.5 hr Day Sft	11.50	01:00:00	01:00:00	01/01/1990	12/31/9999
115E	11.5h Eve Shift	11.50	06:00:00	06:00:00	01/01/1990	12/31/9999
115N	11.5 hr Ngt Sft	11.50	17:00:00	17:00:00	01/01/1990	12/31/9999
1175	11.75 Day Shift	11.75	01:00:00	01:00:00	01/01/1990	12/31/9999
11D1	11hr Day Shift	11.00	01:00:00	01:00:00	01/01/1990	12/31/9999
11HD	11 hr Day Sft	11.00	01:00:00	01:00:00	01/01/1990	12/31/9999
11HN	11 hr Ngt Shift	11.00	19:00:00	19:00:00	01/01/1990	12/31/9999

Substitutions - History

List Substitutions (2003)

Personnel No: 10077543
EE group: 1 CLASSIFIED FTE
WS rule: N40-2809 28D/12hr, Trp 3-
Choose: 01/01/1800 To: 12/31/9999 STy.

Start Date	End Date	ST	From	To	P	Hours	Brk	Start	End	Paid	Unpaid	St
03/03/2014	03/07/2014	02				0.00				0.00	0.00	
12/22/2013	12/28/2013	02				0.00				0.00	0.00	

- By using “From” and “To” dates, SCEIS creates an historical record for each substitution
- If making a change, it is a best practice to use the overview to ensure you are selecting the correct record.

Examples

If Employee's Permanent Work Schedule is:	The Substitution may be needed to indicate:
Day	Evening Nights
Evening	Day Night
Night	Day Evening
FLEX with no days off identified	Days off identified
EE switches a designated work day with designated off day; but doesn't work the agreed day	EE works M-Thursday with Friday off (for example). Supervisor agrees EE can take off Monday and work Friday. EE takes off Monday but is sick Friday. Without a substitution to indicate Friday is a work day, SCEIS will not allow sick leave to be entered on Friday.
4 X 10 and holiday falls within week	You can either: <ul style="list-style-type: none"> • Allow employee to use leave for remaining hours or • Create a Substitution putting EE on 5X8 for holiday week.

Examples

If Employee's Permanent Work Schedule is:	The Substitution is NOT necessary when:
Day Shift Monday-Friday 8 hours per day Saturday and Sunday Off	The employee works 11 hours Monday, 5 hours Tuesday, and 8 hours Wednesday through Friday. No substitution is needed because the employee is not working a different shift and total hours for the week are satisfied.
Night Shift 10 hours per day Friday, Saturday and Sunday Off	The employee has to come into work on Friday after satisfying his weekly working hours. No substitution is needed because the employee is not working a different shift and total hours for the week are satisfied.
Day Shift (Not Premium Eligible) 8 hours per day	The employee works 8 hours day shift and works over 2 hours into the evening shift (premium eligible). No substitution is needed because the time will be entered using code 1000 (for 10 hours) and code 1005 (for 2 hours) to indicate the hours for the two shifts.

Examples

- ② There is no concrete rule to determine when a change is permanent or temporary.
- ② Time Administrators, along with their agency's Human Resources office have to sometimes make a judgment call.

Premium Pay - Substitutions

- ② Premium Pay - Derived from Substitution
 - Position is eligible
 - Employee's daily work schedule is substituted for a premium eligible shift
 - Employee will receive shift pay for hours recorded on that day, during that shift

Premium Pay - Substitutions



Substitute Work Schedule - PA61

- An employee who normally works days is asked to work nights next week. Her position is defined as Night Premium eligible. A shift substitution ensures shift differential pay.
- If a substitution was not done, the time could have been entered using the code for night shift (1006) for that day to ensure proper pay.

Premium Pay - Substitutions



Substitute Work Schedule - PA61

- An employee who normally works nights is asked to work days next week. His position is defined as Night Premium eligible. A shift substitution ensures that the employee will not receive night shift premium.

Possible Effects on Pay



- Changing number of scheduled hours in pay period
- The value of an employee's leave without pay could be incorrect if the substitutions are not maintained properly.

Possible Effects on Pay



- Substitutions and lines of history in infotypes:
 - 0000 – Actions
 - 0001 – Organizational Assignment
 - 0007 – Planned Working Time
 - 0008 – Basic Pay
 - 0014 – Recurring Payments/Deductions

Possible Effects on Leave Accruals

🌀 Late monthly annual and sick leave accruals

🌀 Example:

- An employee scheduled to work 8 hours every day of the month
- His monthly working hours are entered and approved by March 17th and he should accrue leave on that day
- Agency has not maintained the proper OFF day substitutions, therefore, employee will receive his leave accruals one week after he truly earned them

Possible Effects on Leave Accruals

Holiday Comp time accrual

- After the holiday, if a substitution is applied making the holiday a scheduled work day, Holiday Comp time will be taken back and possibly cause a negative Holiday Comp balance.
- Substitution on holiday can also effect paid straight time in some cases

Lesson 3 Summary

- 🌀 You should now be able to:
 - Determine when to implement a shift substitution.
 - Enter and revise a shift substitution.
 - Describe potential impacts of substituting a shift, including premium pay and gross salary.



South Carolina Enterprise Information System


LESSON 4: TIME REPORTS

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Access Time and Payroll Reports

**SCEIS**
South Carolina
Enterprise Information System
SC Budget and Control Board

Site Map | Privacy | Disclaimer

Search

Home | SCEIS Help | Meetings | Contact Us | News & Updates | FAQs | Links | SCEIS Logins

About SCEIS

Agency Support Teams

"A" Agencies Cutover - HR/Payroll

SCEIS Treasury Projects

Training

Finance

HR & Payroll


Materials Management

Reporting

Imaging

Technical

MySCEmployee


SC Budget and Control Board

Resources for Payroll Success

SCEIS HR/Payroll Benefits

Personnel Administration

Organizational Management

Payroll Administration

Time and Leave Management

MySCEmployee - Employee Self Service & Manager Self Service

Publications & Tools



Click here to view
SRM 7.2 Upgrade Microsite


Get the latest . . .

-Screenshots of SRM 7.2

-Detailed Timeline

-Training Information

Communications and Presentations



Reminders & Tools

- SCEIS Password Management Troubleshooting Tips
- Change, reset or get help with your SCEIS password
- MySCEmployee Tools
- Click here to submit a help request to the SCEIS Service Desk

Access Time and Payroll Reports

**South Carolina**
Enterprise Information System
SC Budget and Control Board

Site Map | Privacy | Disclaimer

Search

Home | SCEIS Help | Meetings | Contact Us | News & Updates | FAQs | Links | SCEIS Logins

Home » HR & Payroll » Publications & Tools

About SCEIS

Agency Support Teams

"A" Agencies Cutover - HR/Payroll

SCEIS Treasury Projects

Training

Finance

HR & Payroll

Materials Management

Reporting

Imaging

Technical

Publications & Tools

HR/Payroll Reporting Tools

[Listing of all SCEIS HR/Payroll Reports Available in ECC and BW - \(428kb PDF\)](#)
February 15, 2012


[Listing of Key Reports for Payroll Processing - \(33kb XLS\)](#)
November 8, 2010

[SCEIS Agency Payroll Checklist - \(114kb PDF\)](#)
November 16, 2010

MySCEmployee


SC Budget and Control Board

Time and Payroll

**SCEIS** South Carolina
Enterprise Information System
SC Budget and Control Board


Site Map | Privacy | Disclaimer

Search

Home | SCEIS Help | Meetings | Contact Us | News & Updates | FAQs | Links | SCEIS Logins

About SCEIS
Agency Support Teams
SCEIS Treasury Projects
Training
Finance
HR & Payroll
Materials Management
Reporting
Imaging
Technical

Resources for Payroll Success
SCEIS HR/Payroll Benefits
Personnel Administration
Organizational Management
Payroll Administration
Time and Leave Management
MySCEmployee - Employee Self Service & Manager Self Service
Publications & Tools


MySCEmployee

SC Budget and Control Board
INSPECTOR GENERAL'S

Streamlining Business Processes within the Government of South Carolina

Click here to view SRM 7.2 Upgrade Microsite

Get the latest . . .


- Screenshots of SRM 7.2
- Detailed Timeline
- Training Information
- Communications and Presentations



Reminders & Tools

- SCEIS Password Management Troubleshooting Tips
- Change, reset or get help with your SCEIS password
- MySCEmployee Tools
- Click here to submit a help request to the SCEIS

Time and Payroll

**South Carolina
Enterprise Information System**
SC Budget and Control Board

Site Map | Privacy | Disclaimer


Search

Home | SCEIS Help | Meetings | Contact Us | News & Updates | FAQs | Links | SCEIS Logins

Home » HR & Payroll » Resources for Payroll Success

About SCEIS
Agency Support Teams
SCEIS Treasury Projects
Training
Finance
HR & Payroll
Materials Management
Reporting
Imaging
Technical

MySCEmployee


SC Budget and Control Board

INSPECTOR GENERAL'S

Resources for Payroll Success

The SCEIS Team and the Office of the Comptroller General are pleased to offer the resources linked below, which include a listing of key reports for payroll processing, the SCEIS Payroll Checklist and the SCEIS Payroll Reporting Guide made up of a series of mini-guides that provide step-by-step instructions for all key reports for payroll processing. We hope you find these resources useful. After reviewing these resources, if you have additional questions about payroll processing in SCEIS, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or by completing the [SCEIS Service Desk Help Request form](#).

Payroll Resources

[Presentation: SCEIS PY510 Finance Overview of Payroll Workshop](#) (1.2mb PDF)

[Presentation: Changes to Leave Without Pay](#) (July 28, 2011; 1.4mb PDF)


[Listing of Key Reports for Payroll Processing](#) (32kb XLS)

[SCEIS Agency Payroll Checklist](#) (114kb PDF)

[Comptroller General's Office Payroll Schedule](#) (Link)

[Enterprise Structure Handout](#) (605kb XLS)
The Enterprise Structure Handout is the key to understanding mapping of General Ledger Accounts.

Time and Payroll

**South Carolina**
Enterprise Information System
SC Budget and Control Board

Site Map | Privacy | Disclaimer


Search

Home | SCEIS Help | Meetings | Contact Us | News & Updates | FAQs | Links | SCEIS Logins

[Home](#) » [MySCEmployee](#) » [Comptroller General's Office Payroll Schedule](#)

About SCEIS
Agency Support Teams
"A" Agencies Cutover - HR/Payroll
SCEIS Treasury Projects
Training
Finance
HR & Payroll
Materials Management
Reporting
Imaging
Technical

MySCEmployee


SC Budget and Control Board

Comptroller General's Office Payroll Schedule

The Comptroller General's Office Central State Payroll must complete a series of steps to prepare each payroll for State employees. During some of these steps some MySCEmployee functions in My Pay and My Personal Information are not available. Review the chart and calendars below to learn how your access may be different on various days throughout the year.

Color	What is Happening	What it Means to Users
Blue	Central State Payroll is running the first payroll calculation for the pay period.	Between 11:00 a.m. and 1:00 p.m. you will not be able to: enter leave for the pay period currently being processed, or change banking information, personal information (example, address) or voluntary deductions. You will be able to: enter hours worked and submit leave requests for the current and/or future pay periods.
Light Blue	Central State Payroll is running additional calculations to for new, updated and corrected information.	Between 11:00 a.m. and 1:00 p.m. you will not be able to: enter leave for the pay period currently being processed, or change banking information, personal information (example, address) or voluntary deductions. You will be able to: enter hours worked and submit leave requests for the current and/or future pay periods.
Red	Central State Payroll is completing the payroll process and creating check files for the State Treasurer's Office.	Throughout the day, until processing is completed you will not be able to: enter leave for the pay period currently being processed, or change banking information, personal information (example, address) or voluntary deductions. You will be able to: enter hours worked and submit leave requests for the current and/or future pay periods.

Time Reports

- 🕒 Time and leave reports need to be monitored and utilized on a frequent basis.
- 🕒 Information in all of the time reports is updated nightly when the Time Evaluation process runs.
- 🕒 Time reports can be run as frequently as every day.
- 🕒 Time reports should be run at least once every payroll period before payroll starts processing.

Time Reports

Report Name / T-Code

Missing Time Report – ZHRMTR

- Missing time for non-exempt and exempt EEs current and prior pay periods
- Unapproved time for non-exempt, exempt and temporary EEs current and prior pay periods
- No time recorded for non-exempt, exempt and temporary EEs for current pay period only.

Time Reports

Report Name / T-Code

Display Working Times – CATS_DA

- Can be run daily, in the morning, to report on all time entered through CATS/Portal with appropriate status.
- Note: If absence entered on infotype 2001 instead of CATS must use ZHR_ABSENCE_HOURS to view. Also, if leave is entered in ESS and not approved in MSS, it will not show on CATS_DA.

Time Reports

Report Name / T-Code

- 🕒 Time Evaluation Messages Display PT_ERL00
 - View those EEs whose time is not being processed in the nightly Time Evaluation run due to an exception in the system. Running this report will help you identify and correct these exceptions soon after they occur.

Time Reports



Report Name / T-Code

- 🌀 Time Collision Report – ZHRTCR
 - View those employee's whose leave or time was not able to be posted to the back-end of the system due to an error. The report will provide you with an error message and let you know whether it's a 'Leave Posting' or 'CATS Posting' problem.
 - CATS Posting Error: Time Administrator can make the necessary corrections on the time sheet.

Time Reports



Report Name / T-Code

- 🔄 Time Collision Report – ZHRTCR
 - Leave Posting Error: Use the Unapproved Leave Report (ZHRUAL) to locate the leave request that could not post.

Time Reports



Report Name / T-Code

- 🌀 Work Schedule Query – ZHRWSR
 - Allows you to run a Work Schedule report for multiple EEs. Using this report, you can view the Work Schedule Rules, FLSA Work Weeks/Work Periods, and Time Management Status for multiple employees at one time in any pay period.
- 🌀 Time Sheet: Time Leveling – CATC
 - Shows no time recorded for non-exempt, exempt and temporary EEs (**outside** current period). Can be run daily.

Leave Reports

Time Administrators: Please communicate with your Leave Administrator to get information from these reports if necessary.

Leave Reports

Report Name / T-Code

- 🌀 **Leave Statement Form – ZHR_LEAVE_STMT**
 - Allows you to see leave an employee has taken by month along with yearly totals. It will also show you monthly beginning balances, accruals, deductions, adjustments, and the monthly ending balance.
- 🌀 **Display Absence Quota Information – PT_QTA10**
 - View employee quota balances along with what the employee has been entitled, used, compensated, etc.

Leave Reports

Report Name / T-Code

IT2001 Report – ZHR_ABSENCE_HOURS

- Lists all absences from IT2001 based on the entered selection criteria; provides absence type, absence type description, hours taken, and the date of the absence for all employees included.

Display Leave Requests - ZHRUAL

- View leave requests that have been sent, approved, or posted through MySCEmployee.

Time/Wage Type Report



Report Name / T-Code

- 🔄 Cumulated Time Evaluation
Results: Time Balances/Wage
Types – PT_BAL00
 - Review the EEs time wage types that are created after the Time Evaluation process runs.
 - If any changes are made to the employee's record, this report will update the next day to reflect the new information.

Accessing Leave Statements

- 🌀 **Time Administrator:**

- ZHR_LEAVE_STMT


- 🌀 **Employee** > ESS tab > My Working time > Leave Statement

- 🌀 **Manager for employee** > MSS > Universal Worklist > My Team > General Information > Select Employee > Select Leave Statement

Accessing Leave Statements

The leave statement will allow the employee to:

- View cumulative leave balances;
- Check totals of all types of leave that have been taken in a month and in a year;
- See leave information for a range of three, six or twelve months;



Leave Statement

02/01/2014 to 02/28/2014

Personal / Organizational Data

Personnel Number	10077543	Name	JAKE DEPUTY - SPT
Position	Support Pack Test 2013	Org. Unit	HP Dep C Enf1 T1 Ops 2 Po
Personnel Area	K050-DEPARTMENT OF PUBLIC SAFETY	Annual Leave Accrual Date	09/02/2013
Avg. Weekly Working Hrs	40.00		


Monthly and YTD Absence Hours

Absence Type	Monthly Hrs.	YTD Hrs.	Absence Type	Monthly Hrs.	YTD Hrs.	Absence Type	Monthly Hrs.	YTD Hrs.
Annual Leave	24.00	33.00	Personal Sick Leave	0.00	8.00	Family Sick Leave	0.00	0.00
Adoption Leave	0.00	0.00	Comp. Time	0.00	0.00	Holiday Comp Time	0.00	24.00

Accessing Leave Statements

The leave statement will allow the employee to:

- Print or save statements for easy reference anytime;
- And find the date used to calculate the employee's rate of annual leave earnings.



Leave Statement

02/01/2014 to 02/28/2014

Personal / Organizational Data

Personnel Number	10077543	Name	JAKE DEPUTY - SPT
Position	Support Pack Test 2013	Org. Unit	HP Dep C Ent1 T1 Ops 2 Po
Personnel Area	K050-DEPARTMENT OF PUBLIC SAFETY	Annual Leave Accrual Date	09/02/2013
Avg. Weekly Working Hrs	40.00		

Monthly and YTD Absence Hours

Absence Type	Monthly Hrs.	YTD. Hrs.	Absence Type	Monthly Hrs.	YTD. Hrs.	Absence Type	Monthly Hrs.	YTD. Hrs.
Annual Leave	24.00	33.00	Personal Sick Leave	0.00	8.00	Family Sick Leave	0.00	0.00
Adoption Leave	0.00	0.00	Comp. Time	0.00	0.00	Holiday Comp Time	0.00	24.00

Accessing Leave Statements

Avg. Weekly Working Hrs 40.00

Monthly and YTD Absence Hours

Absence Type	Monthly Hrs.	YTD. Hrs.	Absence Type	Monthly Hrs.	YTD. Hrs.	Absence Type	Monthly Hrs.	YTD. Hrs.
Annual Leave	24.00	33.00	Personal Sick Leave	0.00	8.00	Family Sick Leave	0.00	0.00
Adoption Leave	0.00	0.00	Comp. Time	0.00	0.00	Holiday Comp Time	0.00	24.00
Administrative Leave	0.00	0.00	Amer. Red Cross	0.00	0.00	Blood Drive	0.00	0.00
Bone Marrow Donor	0.00	0.00	Court Leave	0.00	0.00	Death Immd Family	0.00	0.00
Hazard Weather	0.00	0.00	Military Leave*	0.00	0.00	Organ Donor Leave	0.00	0.00
Voting Leave	0.00	0.00	Leave w/o Pay	0.00	0.00	Voluntary Furlough	0.00	0.00
Mandatory Furlough	0.00	0.00						

Absence Quotas


Description	Monthly Beginning Balance	Monthly Accrual (+)	Monthly Deduction (-)	Paid, Forfeited, Donated, & Transferred (-)	Adjustments (+/-)	Monthly Ending Balance	YTD Hours Used
Annual Leave	31.00	0.00	24.00	0.00	0.00	7.00	33.00
Sick Leave**	32.00	0.00	0.00	0.00	0.00	32.00	8.00
Holiday Comp.	40.00	8.00	0.00	8.00	0.00	40.00	24.00

Display Absence Quota Information

List Edit Goto Settings System Help												
Report can be run for multiple employees.												
Absence quotas												
Validity period 01/01/1800 - 02/28/2014												
Pers.No.	Name	Quota	Entitlement	Requested	Used	Total remain.	AQTyp	Ded. from	Deduction to	Org. Unit	Org. Unit	
10077543	JAKE DEPUTY - SPT	Sick Leave	10.00000	0.00000	0.00000	10.00000	11	09/16/2013	12/31/9999	20003507	K050PD112B13	
		Sick Leave	10.00000	0.00000	0.00000	10.00000						
	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	0.00000	8.00000	12	11/28/2013	02/28/2014	20003507	K050PD112B13	
	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	0.00000	0.00000	12	09/02/2013	12/02/2013	20003507	K050PD112B13	
		Holiday Comp	16.00000	0.00000	0.00000	8.00000						
	JAKE DEPUTY - SPT	Annual Leave	10.00000	0.00000	8.00000	2.00000	10	09/16/2013	12/31/9999	20003507	K050PD112B13	
		Annual Leave	10.00000	0.00000	8.00000	2.00000						
			36.00000	0.00000	8.00000	20.00000						

Total Remaining: Entitlement minus Used minus Compensated to Key Date minus Requested minus Compensated from Date.

Display Absence Quota Information

Quota selection				
Quota type	<input type="text"/>	to	<input type="text"/>	
Time unit	<input type="text"/>			
Deduction period	<input type="text" value="01/01/1800"/>	To	<input type="text" value="12/31/9999"/>	
Key date for deduction	<input type="text" value="03/26/2014"/>			
Key date for entitlement	<input type="text" value="03/26/2014"/>	<input type="checkbox"/>	Projecting quota status	
Display				
<input checked="" type="checkbox"/>	Only EEs with selected quotas		<input type="checkbox"/> All selected EEs	
<div>Only EEs with entitlement</div> <div>EEs w/rem. ent. only</div> <div>Only EEs w/compensation</div> <div>EEs w/qta used only</div>				
Data format				
Layout	<input type="text" value="/QUOTA_REP"/>			

Display Absence Quota Information

List Edit Goto Settings System Help													
Display Absence Quota Information													
Absence quotas													
Validity period 01/01/1800 - 12/31/9999													
Pers.No.	Name	Quota	Entitlement	Used	Compensated to key date	Total remain.	AQT...	Ded. from	Deduction to	Requested	Accounted	Compens. from key date	Rem. on key date
10077543	JAKE DEPUTY - SPT	Annual Leave	40.00000	33.00000	0.00000	7.00000	10	09/16/2013	12/31/9999	0.00000	0.00000	0.00000	7.00000
10077543	JAKE DEPUTY - SPT	Sick Leave	40.00000	8.00000	0.00000	28.00000	11	09/16/2013	12/31/9999	60.00000	0.00000	0.00000	32.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	8.00000	0.00000	12	09/02/2013	12/02/2013	0.00000	0.00000	0.00000	0.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	8.00000	0.00000	0.00000	12	11/11/2013	02/11/2014	0.00000	0.00000	0.00000	0.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	8.00000	0.00000	12	11/28/2013	02/28/2014	0.00000	0.00000	0.00000	0.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	8.00000	0.00000	0.00000	12	11/29/2013	02/28/2014	0.00000	0.00000	0.00000	0.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	8.00000	0.00000	0.00000	12	12/24/2013	03/24/2014	0.00000	0.00000	0.00000	0.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	8.00000	0.00000	12	12/25/2013	03/25/2014	0.00000	0.00000	0.00000	0.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	8.00000	0.00000	12	12/26/2013	03/26/2014	0.00000	0.00000	0.00000	0.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	0.00000	0.00000	12	01/01/2014	04/01/2014	0.00000	0.00000	8.00000	8.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	0.00000	0.00000	12	01/20/2014	04/20/2014	0.00000	0.00000	8.00000	8.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	0.00000	0.00000	12	02/17/2014	05/17/2014	0.00000	0.00000	8.00000	8.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	0.00000	8.00000	12	05/09/2014	08/09/2014	0.00000	0.00000	0.00000	8.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	0.00000	8.00000	12	05/26/2014	08/26/2014	0.00000	0.00000	0.00000	8.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	0.00000	8.00000	12	07/04/2014	10/04/2014	0.00000	0.00000	0.00000	8.00000
10077543	JAKE DEPUTY - SPT	Holiday Comp	8.00000	0.00000	0.00000	8.00000	12	09/01/2014	12/01/2014	0.00000	0.00000	0.00000	8.00000
10077543	JAKE DEPUTY - SPT	AL Rollover	30.00000	0.00000	0.00000	30.00000	90	01/01/2014	12/31/2014	0.00000	0.00000	0.00000	30.00000
10077543	JAKE DEPUTY - SPT	SL Rollover	30.00000	0.00000	0.00000	30.00000	92	01/01/2014	12/31/2014	0.00000	0.00000	0.00000	30.00000
			252.00000	65.00000	32.00000	71.00000				60.00000	0.00000	24.00000	155.00000

Create a Different Layout

Use layout to change the way the report displays.

Absence quotas
Validity period 01/01/1800 - 02/28/2014

Pers.No.	Name	Quota	Entitlement	Requested
10077543	JAKE DEPUTY - SPT	Sick Leave	10.00000	0.00000
		Sick Leave	10.00000	0.00000
		y Comp	8.00000	0.00000
		y Comp	8.00000	0.00000
		y Comp	16.00000	0.00000
		al Leave	10.00000	0.00000
		al Leave	10.00000	0.00000
			36.00000	0.00000

Note: The layout buttons look slightly different on various reports.

1. Execute the report.
2. Click the Current layout button. The Change Layout popup displays.
3. Select options to add or remove as applicable.
4. Save the layout.

The next time you run the report, click the "Choose" button to select the layout created for the report.

PT_BAL00

- The Cumulated Time Evaluation Results: Time Balances/Wage Types report shows the wage types that time sent to payroll for a pay period or date selected.
- If changes are made to the time sheet after the pay period closes, the history of the change is not reflected the next time the report is run after Time Evaluation – only the current data shows on the report.

PT_BAL00

Cumulated Time Evaluation Results: Time Balances/Wage Types

Choose
 Save

 ABC
 Print preview

Time wage types

Data select. period 03/02/2014 - 03/16/2014

Pers.No.	Employee/app.name	Pers.area	Personnel subarea	Employee group	Employee subgroup	Current Date	WS rule	Period	WT	Wage T
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV	03/03/2014	N40-2810	201403	1110	Salaried
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV	03/04/2014	N40-2810	201403	1110	Salaried
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV	03/05/2014	N40-2810	201403	1110	Salaried
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV	03/06/2014	N40-2810	201403	1110	Salaried
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV	03/07/2014	N40-2810	201403	1110	Salaried
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV	03/10/2014	N40-2810	201403	1110	Salaried
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV	03/11/2014	N40-2810	201403	1110	Salaried
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV	03/14/2014	N40-2810	201403	1110	Salaried
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV	03/15/2014	N40-2810	201403	1265	SNE-Str
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV		N40-2810	201403	1266	SNE-Ov
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV		N40-2810	201403	1268	SNE-Pai
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV		N40-2810	201403	1110	Salaried
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV		N40-2810	201403	1220	Missing
10077543	JAKE DEPUTY - SPT	K050	LE®-LE&PUB S	CLASSIFIED FTE	FT-NE W/INS & LV	03/16/2014	N40-2810	201403	1110	Salaried

PT_BAL00

/Wage Types

ABC | Print preview

Employee subgroup	Current Date	WS rule	Period	WT	Wage Type Long Text	Σ Number	Work schedule rule text
FT-NE W/INS & LV	03/03/2014	N40-2810	201403	1110	Salaried Non-Exempt	8.00	28D/12hr,Trp 3-TeamB-W2
FT-NE W/INS & LV	03/04/2014	N40-2810	201403	1110	Salaried Non-Exempt	8.00	28D/12hr,Trp 3-TeamB-W2
FT-NE W/INS & LV	03/05/2014	N40-2810	201403	1110	Salaried Non-Exempt	8.00	28D/12hr,Trp 3-TeamB-W2
FT-NE W/INS & LV							
FT-NE W/INS & LV							
FT-NE W/INS & LV							
FT-NE W/INS & LV							
FT-NE W/INS & LV	03/14/2014	N40-2810	201403	1110	Salaried Non-Exempt	12.00	28D/12hr,Trp 3-TeamB-W2
FT-NE W/INS & LV	03/15/2014	N40-2810	201403	1265	SNE-Straight Time/OT 1.0	2.00	28D/12hr,Trp 3-TeamB-W2
FT-NE W/INS & LV		N40-2810	201403	1266	SNE-Overtime Premium 50%	2.00	28D/12hr,Trp 3-TeamB-W2
FT-NE W/INS & LV		N40-2810	201403	1268	SNE-Paid Straight Time	6.00	28D/12hr,Trp 3-TeamB-W2
FT-NE W/INS & LV		N40-2810	201403	1110	Salaried Non-Exempt	10.00	28D/12hr,Trp 3-TeamB-W2
FT-NE W/INS & LV		N40-2810	201403	1220	Missing Time - Sal Non Ex	12.00	28D/12hr,Trp 3-TeamB-W2
FT-NE W/INS & LV	03/16/2014	N40-2810	201403	1110	Salaried Non-Exempt	12.00	28D/12hr,Trp 3-TeamB-W2

Report originally shows EE had regular, OT and premium OT on 3/15.

PT_BAL00

/Wage Types

ABC | Print preview

Correction was made on CATS after pay period closed that indicates the EE did not work OT.

Time Evaluation runs that night.

The next day the report is run -- the report indicates only the current data (no history of changes) that time sent to payroll.

Employee subgr								
FT-NE W/INS &								
FT-NE W/INS &								
FT-NE W/INS &								
FT-NE W/INS &								
FT-NE W/INS &								
FT-NE W/INS &								
FT-NE W/INS & LV	03/14/2014	N40-2810	201403	1110	Salaried Non-Exempt	12.00	28D/12hr, Trp 3-TeamB-W2	
FT-NE W/INS & LV	03/15/2014	N40-2810	201403	1110	Salaried Non-Exempt	12.00	28D/12hr, Trp 3-TeamB-W2	
FT-NE W/INS & LV		N40-2810	201403	1220	Missing Time - Sal Non Ex	20.00	28D/12hr, Trp 3-TeamB-W2	
FT-NE W/INS & LV	03/16/2014	N40-2810	201403	1110	Salaried Non-Exempt	8.00	28D/12hr, Trp 3-TeamB-W2	
						108.00		

Lesson 4 Summary

- 🌀 You should now be able to:
 - Access reports available via SCEIS HR/Payroll ECC.
 - Generate time reports.
 - Access the payroll checklist.
 - Explain the concepts for quotas.
 - Display absence quota information.

Course Summary



You should now be able to:

- Define key terms and concepts.
- Describe time roles and responsibilities.
- Describe the time administration process.
- Enter, review, and change time in SCEIS.
- Summarize the concepts and importance of planned working times, daily work schedules and other key time factors.
- View and substitute employee work schedules.
- Perform general time reporting.
- Explain the concepts for quotas.

Next Steps

- Additional support and reference materials
 - You can access additional support and print step-by-step procedures on the SCEIS uPerform website.